

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
JANUARY 3, 2012**

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 PM on Tuesday, January 3, 2012 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Vice-Chairman Jim Martin, Secretary Mike Atwood, Kay Detwiler, John Donnelly, Jere Mason, Dale Moss, Phil Wilbourn, and Leslie Sullins. Planning Commission Engineer Patrick Rinks and Planning Director Jonathan Ward were also present. Others present included Skip Bartlett, Chris Vick, Gary Henderson, Rusty Norrod, Putnam County Chief Highway Administrator Randy Jones, and Herald Citizen Reporter Bailey Darrow.

AGENDA APPROVED

The January 3, 2012 agenda was accepted as presented.

OCTOBER 4, 2011 MINUTES APPROVED

Member Phil Wilburn discussed that no mention of a note pertaining to setback encroachment for the Rhoten Division plat was included in the minutes. Staff Planner stated that the note currently being included on plats with setback encroachments was included on the recorded plat. The note states "Any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current setbacks." A motion was made by Phil Wilburn to accept the minutes as presented. Motion was seconded and approved unanimously, with Chairman Wright abstaining.

RECOMMENDATION OF ROAD ACCEPTANCE, EWING DRIVE, SOUTHFORK SUBDIVISION PHASE II

Planning Commission Engineer Patrick Rinks and Putnam County Chief Highway Administrator Randy Jones reported to the Planning Commission that they had inspected road construction for Ewing Drive, which was developed by Dennis Chaffin and Greg Baugh, 4210 Buffalo Valley Road, Cookeville, TN 38501, tel (931) 265-0109, within Southfork Subdivision, Phase II. The road has been completed to road construction standards, and both have recommended acceptance into the county road system. A letter of credit for \$45,000 from First National Bank is currently being held for Southfork Subdivision, Phase II, developer Dennis Chaffin which expires on February 1, 2012. Copies of the Warranty Contract will be provided, along with a memorandum to be provided to the Putnam County Commission for the recommendation of acceptance. A motion was made by Jim Martin to recommend accepting Ewing Drive, located within Southfork Subdivision, Phase II, as a county road to the Putnam County Commission. The motion was seconded and approved unanimously, with Chairman Wright abstaining. Members discussed releasing the letter of credit currently being held. Planning Commission members discussed whether or not they should let this letter of credit expire, or release the letter of credit by official action. After further discussion, a motion was made by Kay Detwiler to release the letter of credit after the road is officially accepted as a county road by the Putnam County Commission on January 17, 2012. The motion was seconded, and passed with a vote of seven ayes and one nay by member Jere Mason, with Chairman Wright abstaining.

RECOMMENDATION OF ROAD ACCEPTANCE, PLANTATION VIEW, WHITE PLAINS SUBDIVISION

Planning Commission Engineer Patrick Rinks reported on the status of Plantation View, located east of White Plains Subdivision, to the Planning Commission. Planning Commission Engineer Patrick Rinks stated that the Planning Commission and the Putnam County Commission had recommended accepting Plantation View, subject to a punch list of improvements that he and Putnam County Chief Highway Administrator Randy Jones had recommended to be completed prior to acceptance. Planning Commission Engineer Patrick Rinks reported that the punch list of improvements had been completed. Putnam County Chief Highway Administrator Randy Jones also reported that he had inspected the road, and recommended improvements had been completed to his satisfaction. A motion was made by Mike Atwood to recommend accepting Plantation View, located east of White Plains Subdivision, as a county road to the Putnam County Commission. The motion was seconded and approved unanimously with Chairman Wright abstaining.

FINAL PLAT, WHITEAKER FAMILY HOUSE SUBDIVISION

Surveyor Chris Vick, 2772 Hidden Cove Road, Cookeville, TN 38506, tel (931) 372-1286 was in attendance to present a plat for Jeff Whiteaker, 2010 Stone Seminary Road, Cookeville, TN 38506, tel (610) 413-9845 to be considered by the Planning Commission. The plat consists of one (1) lot on approximately 1.00 acres located off Highway 111 and Old Sparta Road on Stone Seminary Road (tax map 096, parcel 088.00). The plat depicts an existing house located on the proposed lot encroaching approximately 20 feet over the 35 foot front setback requirement. A note was added to the plat stating "Any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current building setbacks." The home is served by an existing two-inch (2") water line running along Stone Seminary Road. The existing house has an existing septic system, and the plat was noted stating "Lot 1 has not been evaluated pursuant to this plat review for an existing septic system, and plat approval does not constitute approval of the existing lot or the existing system." Remaining acreage is over five (5) acres with road frontage on Stone Seminary Road and Old Bridge Road. Staff Planner recognizes no deficiencies, other than the setback encroachment, and would recommend approval with a variance granted to the setback encroachment. A motion was made by Mike Atwood to approve the Whiteaker Family House Subdivision, with a variance to the setback encroachment. The motion was seconded and approved unanimously with Chairman Wright abstaining.

FINAL PLAT, MURPHREE DIVISION

Surveyor Rusty Norrod, Clinton Surveying, 380 S. Lowe Ave., Suite 6, Cookeville, TN 38501, tel (931) 372-0427 was in attendance to present a plat for Brian Murphree, 870 Oaklawn Court, Cookeville, TN 38501, tel (931)319-1755 to be considered by the Planning Commission. The plat consists of three (3) proposed lots on approximately 3.027 acres located on Cookeville Boatdock Road at 11640 Cookeville Boatdock Road, Baxter, TN 38554 (tax map 128, parcel 031.00). The plat depicts an existing house and paved drive with shed on proposed lot two (2), sited within building setback lines. The plat proposes two vacant lots, tract one (1) and tract (3) on either side of the existing home. An old foundation is depicted on the plat, where an old structure has been removed, being intersected by the lot line between tract one (1) and tract two (2). Soils areas are depicted on the plat, and an interceptor drain easement is depicted on proposed tract three (3) for septic installation. The properties are served by an existing six-inch (6") water line running along Cookeville Boatdock Road. An interceptor drain easement is depicted on the plat, and members questioned the purpose of this. Surveyor Rusty Norrod stated, to the best of his knowledge that this was to divert underground water from the soils site. Staff Planner also noted that an abandoned foundation was depicted on the plat between proposed tracts one and two; this was one block high, and believed to be an out building at some time. No hydrant is depicted on the plat to serve the lots. The subdivision regulations require a hydrant to be installed to serve three (3) lot subdivisions. The developer is requesting a variance to the fire hydrant requirement. Staff Planner recommended denying the variance request to the requirement of installing a fire hydrant, and denying the plat. A motion was made by John Donnelly to grant a variance to the fire hydrant requirement, and approve the Murphree Division plat. The motion was seconded, and failed by a vote of one aye by John Donnelly and eight no votes.

FINAL PLAT, LITTLE ME SUBDIVISION

Surveyor Rusty Norrod, Clinton Surveying, 380 S. Lowe Ave., Suite 6, Cookeville, TN 38501, tel (931) 372-0427 and Gary Henderson, 1012 North Allen Road, Cookeville, TN 38501, tel (931)528-1833 were in attendance to present a plat to be considered by the Planning Commission. The plat consists of two (2) lots on approximately 1.770 acres located off Shipley Church Road on Allen Road in the 1st Civil District (tax map 027H, group A, parcels 028.06 and 006.00). The purpose of this plat is to adjust an existing lot line to accommodate a driveway extension. The plat depicts existing homes located on both lots, each currently on separate lots. Proposed tract two (2) depicts a small shed encroaching approximately 5.6 feet over a side setback at the southeast corner of the lot. A note was added to the plat stating "Any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current building setbacks." Both lots have existing septic systems, and a note was added to the plat stating "Tract 1 and 2 have not been evaluated pursuant to this plat review for a SSD system, and plat approval does not constitute approval of the existing lots or the existing systems". Mr. Henderson currently owns both lots and homes, maintaining one as his residence and having the other as rental property. Mr. Henderson is placing the rental home for sale, and is making the lot line adjustment prior to listing the property. The proposed lots are served by an existing four-inch (4") water line running along Allen Road. Staff Planner recognized no deficiencies and would recommend approval. A motion was made by Mike Atwood to grant a variance to the setback encroachment of the existing shed and grant final approval to the Little Me Subdivision. The motion was seconded and approved unanimously with Chairman Wright abstaining.

FINAL PLAT, TOMMIE CURTIS DIVISION

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, tel (931) 526-9000 was in attendance to present a plat for Tommie Curtis, 3773 McBroom Chapel Road, Cookeville, TN 38501, tel (931) 526-9564 to the Planning Commission for consideration. The plat consists of two (2) lots on approximately 1.45 acres located off Highway 70 and N McBroom Chapel Road on McBroom Chapel Road in the 7th Civil District (tax map 038M, parcel 018.00). The plat depicts an existing home with accessory structures located on proposed lot one (1) of approximately 0.60 acres, all sited within required setbacks. Proposed lot two (2) is a flag lot, with approximately 25.16 feet of road frontage, extending approximately 176.10 feet leading to the proposed lot of approximately 0.85 acres. Proposed lot two (2) depicts an existing home with accessory structures, all located within building setbacks. The proposed lots are served by an existing six-inch (6") water line running along McBroom Chapel Road. Two lot subdivisions are exempted from the fire hydrant requirement; however, a hydrant is depicted within 500 feet to serve the lots. Both lots have existing septic systems, and a note was added to the plat stating "Lots 1 and 2 have not been evaluated pursuant to this plat review for a SSD system, and plat approval does not constitute approval of the existing lots or the existing systems". The flag lot does meet subdivision regulation requirements for road frontage, flag length, and lot size. Subdivision regulations state "such lots cannot exceed 10% of a total development". Both homes are existing homes, and the flag lot is not being proposed to avoid constructing a road to required standards. Members questioned the location of the existing lot line for the rear lot. Skip Bartlett stated that a new water meter would have to be set for the rear property and this would be run down the access/utility strip for the rear lot. Staff Planner recognizes no deficiencies and would recommend approval. A motion was made by Mike Atwood to grant final approval of the Tommie Curtis Division. The motion was seconded and approved unanimously, with Chairman Wright abstaining.

REPORT OF ADMINISTRATIVELY APPROVED PLATS

Chairman Richard Wright reported on plats that were previously approved. Administratively approved actions are included below:

November 15, 2011

Combination Plat of Lot 25 & Lot 35A, Hickory Flats (E-126A)

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, tel (931) 526-9000 provided a plat for Timothy Powell, 1621 Bradshaw Blvd, Cookeville, TN 38506, tel (931) 528-5992 for review and approval.

The plat consists of one (1) lot of approximately 1.53 acres located off Old Sparta Rd and Bob Bullock Rd

on Bradshaw Blvd in the 2nd Civil District (tax map 96K, group B, parcels 38 and 39). The purpose of the plat is to combine two previously approved lots, lots 35 and 35a, in the Hickory Flats Subdivision into one lot, eliminating the center lot line. The plat depicts an existing two-story brick home depicted on the combined lot, sited within required building setback lines. The property is served by an existing six-inch (6") water line, with a hydrant located in the right-of-way of Bradshaw Blvd within the required distance requirement. Due to an existing septic system on the proposed combined lot, a note was included on the plat stating "Lot 35 has not been evaluated pursuant to this plat review for an SSD system and plat approval does not constitute approval of this lot or the existing system." Staff Planner recognized no deficiencies with the Combination Plat of Lot 35 and 35A, Hickory Flats, and would recommend administrative approval.

December 16, 2011
Harley Drive Division

Surveyor Rusty Norrod with Clinton Surveying, 380 S. Lowe Ave. Suite 6, Cookeville, TN 38501, tel (931) 372-0427 provided a plat for Jill Smith, 1512 Harley Drive, Cookeville, TN 38501, tel (931) 260-0555 for review and approval. The plat consists of two (2) tracts of approximately 4.148 acres located off Gainesboro Grade on Harley Drive in the 1st Civil District (tax map 039, parcel 050.04). The purpose of the plat is to subdivide approximately 1.192 acres from approximately 4.148 acres, which is to be combined with an adjacent property, leaving 2.956 acres of remaining property. The adjacent property will be over five (5) acres and have approximately 30 feet of road frontage on Harley Drive, being exempt from subdivision regulations. Both are existing tracts, and no new lot is being created. The plat was noted stating "The purpose of this plat is not to create a new parcel, but to combine the 1.192 acres with the parcel to the west (tax map 039 parcel 050.06)." The platted tract one (1) consists of approximately 2.9563 acres. The lot has an existing house with garage, four greenhouses, and two sheds, all of which are sited within required building setbacks. The home has an existing septic system, and the plat was noted stating "Tract 1 has not been evaluated pursuant to the plat review for an SSD system and plat approval does not constitute approval of the lot or the existing system." The property is served by an existing two-inch (2") water line running along Harley Drive. No fire hydrant is depicted on the plat and a one (1) lot subdivision is exempt from the fire hydrant requirement. Staff Planner recognized no deficiencies with the Harley Drive Division, and would recommend administrative approval.

REVIEW OF PLATS PREVIOUSLY APPROVED

- 1) **Legends at Spring Creek Phases I + II:** Owner/Developer Brown Properties, Surveyor Skip Bartlett, and Owner's Representative Paul Kramer. 35 lots, 24 acres, located on Bilbrey Lane north of Algood. Preliminary reapproved September 6, 2011, expiration date of September 6, 2012. STATUS - NOT EXPIRED.

OUTSTANDING LETTERS OF CREDIT


- 1) **Cumby Acres:** \$150,000 letter of credit from First Mercantile Bank, expiring on October 6, 2012 at 3:00 pm.
- 2) **Southfork Subdivision Phase II:** Dennis Chaffin \$45,000 Letter of Credit from 1st National Bank, which expires February 1, 2012. Recommended to the Putnam County Commission for acceptance, action was taken to release the letter of credit release subject to county commission acceptance.
- 3) **Tuscany:** Ed Butler \$30,000 Letter of Credit from Progressive Bank, which expired Jan. 3, 2012. Planning Commission Engineer Patrick Rinks reported that he had been in contact with Ed Butler concerning Tuscany. Planning Commission Engineer Patrick Rinks stated that Mr. Butler was aware that the letter of credit expired at the meeting date and a new letter of credit would have to be presented prior to recording the plat. The plat had never been presented for Planning Commission Engineer Patrick Rinks signature or Planning Commission Secretary Mike Atwood's signature. Mr. Butler had stated that he was having problems obtaining a signature for the Water Pressure Certification by an Engineer Registered in the State of Tennessee. Planning Commission Engineer Patrick Rinks and Planning Commission members discussed concerns with the Water Pressure Certification by an Engineer Registered in the State of Tennessee. Members extensively discussed several issues with the language of the current certification, and discussed a potential need to revisit this certification in the future.

OTHER BUSINESS

- Staff Report, Patrick Rinks: Staff had nothing additional to report.
- Staff Report, Jonathan Ward: Staff Planner had nothing additional to report.
- Other Business: Members thanked Chief Highway Administrator Randy Jones for attending the Planning Commission meeting. Discussion was held concerning the future treatment of plats that could be approved administratively. Members discussed this, and after discussion, a motion was made by Mike Atwood to allow administrative approvals of one and two lot plats requiring no variances from the subdivision regulations going forward as long as Staff Planner Jonathan Ward is the planner for Putnam County. The motion was seconded and approved by a vote of six ayes and two nays from members Phil Wilburn and Dale Moss, with Chairman Richard Wright abstaining.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next regular meeting of the Putnam County Regional Planning Commission will be on Tuesday, February 7 at 6:30 PM at the Putnam County Library.


Chairman


Date


Secretary


Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
FEBRUARY 7, 2012**

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 PM on Tuesday, February 7, 2012 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Vice-Chairman Jim Martin, Secretary Mike Atwood, Kay Detwiler, John Donnelly, Jere Mason, Dale Moss, Phil Wilbourn, and Leslie Sullins. Planning Commission Engineer Patrick Rinks and Planning Director Jonathan Ward were also present. Others present included Skip Bartlett, Rusty Norrod, Joyce Walker, Milton L. Kelly, and Herald Citizen Reporter Bailey Darrow.

AGENDA APPROVED

The February 7, 2012 agenda was accepted with the addition of Joyce Walker, who was in attendance to request discussion of a property issue with the Planning Commission.

JANUARY 3, 2012 MINUTES APPROVED

Jim Martin moved to approve the January minutes as presented. Motion was seconded and approved unanimously, with Chairman Wright abstaining.

PRELIMINARY PLAT, BEAN DIVISION

Surveyor Rusty Norrod, Clinton Surveying, 380 S. Lowe Ave., Suite 6, Cookeville, TN 38501, tel (931) 372-0427 was in attendance to present a preliminary plat for Hans Bean, 429 Windrowe Drive, Cookeville, TN 38506, (931) 979-2076 to be considered by the Planning Commission. The plat consists of two (2) lots on approximately 2.037 acres located along Baxter Road at the intersection of Cookeville Boatdock Road in the 8th Civil District (tax map 112, parcel 065.00). The property is served by an existing six-inch (6") water line running along Baxter Road. The plat depicts an existing mobile home and existing out building on proposed lot one (1) of approximately 0.517 acres. Proposed lot two (2) of approximately 1.520 acres depicts two storage buildings located on the property. All existing structures are located within building setback requirements. A soil scientist has determined that no soils are available for installation of a subsurface sewage disposal system. Imagery from 2007 available on the Tennessee Comptroller's website for the property shows that all land surrounding the existing mobile home has been disturbed. Surveyor Rusty Norrod stated he felt that the disturbed soils area had been cut and used for fill. Surveyor Rusty Norrod provided a notation on the plat stating "It has been determined by a Soil Scientist that there are no suitable soils for a duplicate area for the existing subsurface Sewage Disposal System on Lot 1. It has also been determined by a Soil Scientist that there are no suitable soils for the construction of any new Subsurface Sewage Disposal Systems on Lots 1 or 2. Due to the lack of suitable soils on the entire subject property shown herein Lot 2 will not support a building with a bathroom, and Lot 1 will not support a duplicate area unless more land is obtained outside of the boundaries of Bean Division shown herein." Members commented on the lack of suitable soils areas, inquiring if additional property could be acquired. Surveyor Rusty Norrod stated that the soils scientist only took into consideration the property contained on the two proposed lots. The owner is proposing to split the existing parcel into two (2) tracts requesting to subdivide the existing mobile home from the storage buildings. A field inspection of the property revealed the plat as presented did not include exact locations for the boat storage buildings located on proposed lot two (2), and proposed lot one (1) depicted a fence on the plat that was no longer there, and an out building that was not depicted on the plat.. Surveyor Rusty Norrod stated that the plat was being presented for preliminary consideration, without requiring the owner to incur cost prior to asking for guidance from the Planning Commission. Members then questioned the design of the plat, discussing a forty foot (40') section of road frontage on the southwest side of the proposed lot with the mobile home, creating an island lot of proposed lot one (1) surrounded by proposed lot two (2). Members discussed this issue, stating that the property with the boat storage is a commercial use and speculated that the flag portion of the property was being retained for a circular access for traffic to load and unload boats. A motion was made by Mike Atwood to grant approval of the Bean Division. The motion was seconded. Further discussion was held concerning the lack of soils sites for duplication of an existing SSD system on proposed lot one (1) and no soils available on lot two (2). The motion was clarified to require the boat storage buildings be accurately shown on the final plat. Staff Planner commented that the subdivision was a commercial use with no potential to install an SSD system, and as long as this was noted correctly, the Planning Commission had done their due diligence to prevent any future problems. The motion passed with a vote of seven (7) ayes and one (1) nay vote from Kay Detwiler, with Chairman Wright abstaining. Chairman Richard Wright then addressed the Planning Commission to clarify whether the plat needed to be presented to the Planning Commission for final approval, or handled administratively by staff. Members stated that administrative approval from this point was sufficient, ensuring that the issue with the soils is included in the deed for the property.

FINAL PLAT, GLENDA WELCH DIVISION

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, tel (931) 526-9000 was in attendance to present a plat for Glenda Welch, 4755 Rocky Point Road, Cookeville, TN 38501, (931) 526-8001 to be considered by the Planning Commission. The plat consists of one (1) lot on approximately 0.48 acres located on Rocky Point Road, near the intersection of Rocky Point Road and Rolling Hills Road in the 3rd Civil District (tax map 068, parcel p/o 043.00). The property is served by an existing six-inch (6") water line running along Rocky Point Road. The plat depicts an existing house located on proposed lot one, which encroaches on the 35 foot front building setback requirement by approximately 17.75

feet. A note was included on the plat stating "Any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current building setbacks." The existing house has an existing septic system, and the plat was noted stating "Lot 1 has not been evaluated pursuant to this plat review for an existing septic system, and plat approval does not constitute approval of the existing lot or the existing system." Surveyor Skip Bartlett provided a certification of completion where a new septic tank was installed, with the permit signed March 19, 1999. Glenda Welch has approximately 20 acres of remaining property with one house and two rental cabins of remaining property. Staff Planner commented that this was an extensive setback encroachment, but the house was a very old house that existed prior to regulations. A motion was made by Jim Martin to grant final approval to the Glenda Welch Division with a variance to the setback encroachment of the existing structure. The motion was seconded and passed with a vote of all ayes, with Chairman Wright abstaining.

DISCUSSION CONCERNING JOYCE WALKER PROPERTY

Joyce M. Walker, 1531 Walter Lane, Cookeville, TN 38501, (931) 349-6576 was in attendance to present an issue she has with her property. Ms. Walker stated that she purchased one (1) acre of property, not knowing that the property was served by a 50 foot easement off Walter Lane. Ms. Walker stated that she purchased the property and placed a mobile home on the property where her parents lived, and later placed a double wide mobile home on the rear section of the property. Ms. Walker stated currently the single wide mobile home was not financially attached to any property. She is requesting to subdivide the existing one (1) acre into two (2) half acre tracts to subdivide each mobile home onto separate lots. Ms. Walker provided a boundary survey she had prepared a few years ago, showing access to the rear lot with the existing double wide mobile home being proposed off a 12 foot easement. The mobile homes have individual septic tanks. Ms. Walker stated that she is trying to sell the single wide mobile home for financial reasons, but the single wide was not attached to any land, with the entire acre being held for the double wide mobile home. Staff Planner stated that he instructed Ms. Walker to attend the meeting and discuss her issues with the Planning Commission to see if this was even feasible. The issue with the property is that she is requesting to subdivide the property into two (2) lots, with ingress/egress/utility access for the lots being off a 50 foot permanent easement from Walter Lane, and establishing another easement through the front proposed lot to access the rear proposed lot. Ms. Walker explained to the Planning Commission that she had received two tax cards for the property in the past and was now receiving one. Ms. Walker further stated that she had two light poles set for the mobile homes and each of the mobile homes had separate addresses. Members requested if Ms. Walker could expand the easement through the proposed front lot from 12 feet to 20 feet. A motion was made by Jim Martin to grant approval of the Joyce Walker Property subdivision, increasing an easement from 12 feet to 20 feet, and preparing a subdivision plat for final approval. The motion was seconded and approved unanimously, with Chairman Wright abstaining. The Planning Commission instructed that the plat be presented to staff for review to ensure design meets requirements as stipulated, and also that the plat be reviewed administratively without being brought back to the full commission.

REPORT OF ADMINISTRATIVELY APPROVED PLATS

Chairman Richard Wright asked Planning Director Jonathan Ward to report on administrative approvals. Administratively approved actions are included below:

January 19, 2012

Long - Herron Division

Surveyor Ron Taylor, 6311 Window Cliff Drive, Baxter, TN 38544, (931) 261-2295 provided a plat for Dean and Vickie Herron, 3252 Long Lane Road, Cookeville, TN 38506, (931) 349-7625 for review and approval. The plat consists of two (2) lots on approximately 1.459 acres located off West Cemetery Road on Long Lane in the 1st Civil District (tax map 084, parcel 041.03). The proposed lots are served by an existing three-inch (3") water line running along Long Lane Road. The plat depicts an existing home and shed on proposed lot one (1) of approximately 0.657 acres, both located within required building setback lines. Proposed lot two (2), consisting of approximately 0.802 acres, depicts two duplexes, both sited within required building setback lines. The existing home and both duplexes have existing septic systems, and the plat was noted stating "Lots 1 and 2 have not been evaluated pursuant to this plat review for a SSDS and plat approval does not constitute approval of either the lot or the existing system." No fire hydrant is depicted on the plat and two (2) lot subdivisions are exempt from the fire hydrant requirement. Staff Planner recognized no deficiencies with the Long - Herron Division, and recommends administrative approval.

REVIEW OF PLATS PREVIOUSLY APPROVED

- 1) **Legends at Spring Creek Phases I + II:** Owner/Developer Brown Properties, Surveyor Skip Bartlett, and Owner's Representative Paul Kramer. 35 lots, 24 acres, located on Bilbrey Lane north of Algood. Preliminary reapproved September 6, 2011, expiration date of September 6, 2012. STATUS - NOT EXPIRED.

OUTSTANDING LETTERS OF CREDIT

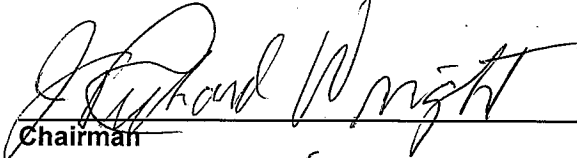
- 1) **Cumby Acres:** \$150,000 letter of credit from First Mercantile Bank, expiring on October 6, 2012 at 3:00 pm.

OTHER BUSINESS

- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks reported that roads in White Plains Subdivision and Ewing Drive located in Southfork Subdivision Phase II had been accepted by the Putnam County Commission.
- Staff Report, Jonathan Ward: Staff Planner reported some upcoming legislation that had been introduced that could greatly affect planning in local communities. Staff Planner read some of the issues included within Senate Bill 3408 introduced by Beavers and House Bill 3572 introduced by Womack.
- Other Business: Members discussed that the regular March 2012 Planning Commission meeting falls on Election Day, March 6, 2012. Chairman Wright inquired if any members have an issue with the conflict or if any members were interested in rescheduling the meeting. Members agreed to hold the Planning Commission meeting at the regular scheduled time on March 6, 2012.


With no further business to discuss, the meeting was adjourned by mutual consent.

The next regular meeting of the Putnam County Regional Planning Commission will be on Tuesday, March 6 at 6:30 PM at the Putnam County Library.


Chairman


Date


Secretary


Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
MARCH 6, 2012**

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 PM on Tuesday, March 6, 2012 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Vice-Chairman Jim Martin, Secretary Mike Atwood, Jere Mason, Dale Moss, Phil Wilbourn, and Leslie Sullins. Members Kay Detwiler and John Donnelly were absent. Planning Commission Engineer Patrick Rinks and Planning Director Jonathan Ward were also present. Others present included Skip Bartlett and Herald Citizen Reporter Bailey Darrow.

AGENDA APPROVED

The March 6, 2012 agenda was accepted as presented.

FEBRUARY 7, 2012 MINUTES APPROVED

Jim Martin moved to approve the February minutes as presented. Motion was seconded and approved unanimously, with Chairman Wright abstaining.

SKETCH PLAT DISCUSSION, DON T. BURGESS PROPERTY

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, (931) 526-9000 was in attendance to discuss a sketch plat for Don T. Burgess, 7262 Thomas Twin Oak Road, Baxter, TN 38544 with the Planning Commission. The property in question is located at 7030 Dodson Branch Road (tax map 009, parcel 022.00) and consists of approximately 0.960 acres. The property owner currently has two residential structures located on the property, and he wants to subdivide the property and separate each home onto separate lots. The issues are trying to meet the minimum lot requirement for proposed lot one (1) and negotiate an existing drive used to access the homes. Surveyor Skip Bartlett provided a boundary survey of the property showing the existing homes and a proposed boundary line to subdivide the lots. The boundary survey depicted proposed lot one (1) of approximately 17,171 square feet and proposed lot two (2) of approximately 24,644 square feet. This design depicts the boundary line between the lots following the northeast boundary of an existing drive. Subdivision regulations require a minimum lot size of 20,000 square feet. Bartlett stated that the owner of the property had been forced to move by a job transfer and currently rents both houses. Mr. Burgess is being charged a commercial tax rate of 40 percent for the structures versus a residential rate of 25 percent. Both of the existing homes have individual water and electric meters and separate subsurface sewage disposal system. A reserve area for the septic system for proposed lot one (1) is located in a 60 foot by 20 foot area on proposed lot two (2). Staff had inquired if the subdivision of property should be designed disregarding the existing driveway, where this could be redesigned to accommodate lot size requirements for the existing homes. The existing lot has two (2) driveway access points on Dodson Branch Road for a loop driveway, which could accommodate both homes. Planning Commission members discussed the issue, and agreed to grant a variance to the minimum lot size requirement rather than require a peculiar design where the boundary would follow an existing driveway in order to meet the minimum lot size requirements. This will make the lot size for proposed lot one (1) approximately 15,000 square feet. A motion was made by Jim Martin to approve the Don T. Burgess property division, granting a variance to the lot size requirement for proposed lot one (1) and straightening out the proposed boundary line. The motion was seconded and approved unanimously with Chairman Wright abstaining.

REPORT OF ADMINISTRATIVELY APPROVED PLATS

Staff Planner recommended the following plat for administrative approval:

February 10, 2012

Albert Morgan Division

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, tel (931) 526-9000 provided a plat for Albert Morgan, 2121 Cane Creek Road, Cookeville, TN 38506, (931) 520-7585 for review and approval. The plat consists of one (1) vacant lot of approximately 1.00 acres located off Burgess Falls Road (Highway 135) and Lee Seminary Road on Cane Creek Road in the 16th Civil District (tax map 084, parcel 003.00). The property is served by an existing three-inch (3") water line running along Cane Creek Road. No fire hydrant is depicted on the plat and a one lot subdivision plat is exempt from the fire hydrant requirement. Tax records indicate the total parcel consists of approximately 6.21 acres, leaving remaining acreage of over five (5) acres with 50 feet of road frontage, exempting this from platting requirements. Soils work was completed for the proposed lot, and the vacant lot was approved for a three (3) bedroom subsurface sewage disposal system. All required signature blocks were included on the plat and signatures were obtained. Staff Planner recognized no deficiencies with the Albert Morgan Division, and recommends administrative approval.

February 14, 2012

Plat of Correction of Lot 23, Hickory Flats

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, (931) 526-9000 provided a plat for Larry Mason, 1541 Golf Lane, Livingston, TN 38570, (931) 823-6951 for review and approval. The plat is being presented to correct a drafting error with a distance labeled on the previously recorded plat. No lot

dimensions were affected by the drafting error correction, as the plat depicted the correct lot dimensions and the error was with one of the labeled lengths; curve C-18, being corrected to 61.55 feet. This is a plat of correction to lot 23 of Hickory Flats. The final plat of Hickory Flats was recorded on 4/12/2007, and all roads were recommended for acceptance on 7/3/2007. The plat as presented consists of one (1) vacant lot of approximately 0.70 acres located off Old Sparta Road, Bob Bullock Road, and Hickory Cove on Bradshaw Boulevard within the Hickory Flats development in the 2nd Civil District (tax map 096K, group B, parcel 023.00). The property is served by an existing six-inch (6") water line running along Bradshaw Boulevard. A fire hydrant is depicted on the plat within required distance requirements. This plat of correction is to a recorded approved plat, with soils work already completed for the lot depicted. No lot dimensions were changed as this plat corrected a label. Staff Planner recognized no deficiencies with the Plat of Correction of Lot 23, Hickory Flats, and recommends administrative approval.

February 28, 2012

The McCowan Division

Surveyor Christopher M. Vick, Vick Surveying, 2772 Hidden Cove Road, Cookeville, TN 38506, (931) 372-1286 provided a plat for Kathy Sisco, 6900 Sheep Bluff Road, Cookeville, TN 38506, (931) 239-5340 for review and approval. The plat consists of one (1) lot on approximately 4.08 acres located off Highway 70N on Sheep Bluff Road in the 3rd Civil District (tax map 028, parcel 011.00). The plat depicts an existing mobile home and shed on the property, both located within required building setbacks. The existing mobile home has an existing subsurface sewage disposal system, and the plat was noted stating "Lot 1 has not been evaluated pursuant to this plat review for an SSD system and plat approval does not constitute approval of the lot or the existing system." The proposed lot is served by an existing six-inch (6") water line running along Sheep Bluff Road. No hydrant is depicted and one (1) lot subdivision plats are exempted from the fire hydrant requirement. Remaining acreage is over five (5) acres and has road frontage on Sheep Bluff Road. All required signature blocks were included on the plat and signatures were obtained. Staff Planner recognized no deficiencies with the Albert Morgan Division, and recommends administrative approval.

REVIEW OF PLATS PREVIOUSLY APPROVED

- 1) **Legends at Spring Creek Phases I + II:** Owner/Developer Brown Properties, Surveyor Skip Bartlett, and Owner's Representative Paul Kramer. 35 lots, 24 acres, located on Bilbrey Lane north of Algood. Preliminary reapproved September 6, 2011, expiration date of September 6, 2012. STATUS - NOT EXPIRED.

OUTSTANDING LETTERS OF CREDIT

- 1) **Cumby Acres:** \$150,000 letter of credit from First Mercantile Bank, expiring on October 6, 2012 at 3:00 pm. Staff Planner informed the Planning Commission that he had been approached by a representative from Habitat for Humanity about purchasing the Cumby Acres property. Staff Planner stated that a new financial guarantee would need to be accepted from Habitat for Humanity to replace the current letter of credit being held on Sue Neal, prior to the transfer of the development if a sale is completed.

OTHER BUSINESS

- Planning Commission member Dale Moss, at the request of Putnam County Chief Highway Administrator Randy Jones, wanted to discuss some concerns with concrete or brick mailboxes. These are currently impeding work in the right-of-way and also are a safety concern. Members discussed some examples of these mailboxes located in the area, postal standards for mailboxes, and enforcement mechanisms if this could be regulated. Staff Planner stated that he would need time to further study this issue, and look at what other communities have implemented to address this concern.
- Chairman Richard Wright discussed damage from the recent tornadoes, specifically damage from unanchored mobile homes and buildings where the roof is not securely attached to the frame. Some members discussed current anchoring requirements, stating to the best of their knowledge, all newly installed new or used mobile homes are required to be anchored properly when they are installed. Chairman Wright further discussed concerns about securely attaching roofs of houses to the frame. Chairman Wright discussed whether current building codes require roof structures to be attached to the frame with hurricane ties, preventing as much roof damage. Planning Commission members discussed these concerns.
- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks reported that the Tuscany Subdivision property had been sold to a husband and wife. Tuscany Subdivision is an approved subdivision plat that was never presented for endorsement by the Secretary of the Planning Commission. A letter of credit was being held for the development which has expired. A representative for the developer had stated that the new owners are planning to build one house on the property and not go forward with the subdivision as previously approved. Water lines, electric, and road beds were in place for the development. As this is an approved subdivision subject to a letter of credit, Planning Commission members requested that Staff Planner contact the new owners to see what their plans are to move forward with the development, and whether an action to rescind final approval would be necessary.
- **TRAINING SESSION** Staff Report, Jonathan Ward: Staff Planner gave an update to the Planning Commission concerning current issues with the planning program. Staff Planner briefly discussed the issues with building setback encroachments and the Putnam County Codes Department requiring an affidavit to be signed for all new construction stating that their structure did conform to current setback requirements. Staff Planner further

discussed work with the Putnam County Codes Department concerning flood permitting any new construction to ensure that structures were not being built in federally identified flood plains. Staff Planner also discussed the negative pressure certification concerning fire hydrants, and the trouble developers were having obtaining an engineer's signature certifying a negative pressure will not exist when a fire hydrant is flowing. Members discussed issues with water lines supplying developments and supporting fire hydrants. All new water lines in approved developments are installed as six-inch (6") minimum, but most problems exist from the water lines feeding new developments. Members discussed cooperation with the water utility districts and other communities to try to address some of the inadequate water lines within the county. Staff Planner then discussed issues with existing septic systems on subdivision plats, wanting to ensure that the Planning Commission was aware of how these subdivision plats were being handled. Staff Planner read language from Department of Environment and Conservation, Division of Groundwater Protection, Policy on plat approval of a lot(s) with an existing subsurface sewage disposal system. The current policy states that lot(s) with existing systems should be excluded from the final plat if possible. Staff Planner gave examples where TDEC excludes lots with existing systems if a vacant lot is shown on a plat to evaluate, however TDEC does require a recertification letter if the subdivision plat does not include a vacant lot to evaluate. Staff Planner also gave examples of how White County handled this issue, implementing an Existing Septic System Certificate where owners signed the plat stating the existing system is in working order.

All members present will receive two (2) hours training credit for their participation in the discussions on existing septic systems, concrete/brick mailboxes, and securing roof structures.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next regular meeting of the Putnam County Regional Planning Commission will be on Tuesday, April 3, 2012 at 6:30 PM at the Putnam County Library.


Chairman


Date


Secretary


Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
APRIL 3, 2012**

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 PM on Tuesday, April 3, 2012 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Vice-Chairman Jim Martin, Secretary Mike Atwood, Dale Moss, Phil Wilbourn and John Donnelly. Members Kay Detwiler, Jere Mason and Leslie Sullins were absent. Planning Commission Engineer Patrick Rinks and Planning Director Jonathan Ward were also present. Others present included Skip Bartlett, Jon Roberts, Allen Maples, John Simpson, Steve Johns, Jim Kmet and Herald Citizen Reporter Bailey Darrow.

AGENDA APPROVED

The March 6, 2012 agenda was amended to include Jon Roberts, variance request to width of access, and Jim Kmet, setback variance request.

MARCH 6, 2012 MINUTES APPROVED

A correction to the minutes was noted, under Sketch Plat Discussion, Don T. Burgess Property line eight, where acres needed to be changed to square feet. Staff Planner stated that he would make the needed correction. A motion was made by John Donnelly to approve the March minutes with the noted corrections. Motion was seconded and approved unanimously, with Chairman Wright abstaining.

DISCUSSION, STEVE JOHNS PROPERTY, LAKE SHORE DRIVE

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, (931) 526-9000 and Dr. Steve Johns, 3642 Lake Shore Drive, Cookeville, TN 38501 were in attendance to again discuss property located at 3845 Lake Shore Drive, Cookeville, TN 38501. Bartlett addressed the Planning Commission, stating that Mr. Johns' son wanted to purchase the home located at 3845 Lake Shore Drive. Bartlett stated that Dr. Steve Johns wanted to subdivide approximately 25 feet of property at the eastern boundary of existing land of Eugene Johns (tax map 082, parcel 023.31) which is to be sold to Richard McCowan (tax map 082, parcel 023.34) and combined with an existing lot with an existing home, not creating a new building lot. The remaining property is requested to be subdivided into three (3) lots, creating two (2) additional building lots. Bartlett stated that in lieu of a fire hydrant, Mr. Johns wanted to request adding a restriction in the deeds of the vacant lots to require sprinkler systems to be installed in any new residential home construction. The issue is that a four-inch (4") water line was originally installed along Lake Shore Drive off Highway 70. This line feeds into a six-inch (6") line further down Lake Shore Drive where a fire hydrant was installed. Surveyor Bartlett stated that a sprinkler system development had been approved before, developed by ARC development on Dodson Branch Highway. Chairman Wright stated that this development was abandoned, and the development was never built. Members discussed the issue, stating that sprinkler systems were a sufficient form of fire protection. Dr. Johns then stated that they had no plans to sell the lots as building lots anytime in the near future, but one of his other children may decide that they want to build on one of the vacant lots. The purpose of the subdivision was to make the current home more affordable for his son to purchase. Staff Planner addressed the issue as previously presented. The options were to install a six-inch (6") water line approximately 200-250 feet and install a fire hydrant to serve the existing house and vacant lots, with costs estimated at approximately \$12,000. Concerns with the requiring sprinkler systems were with who would enforce this deed restriction and ensure that the sprinkler system was installed properly. Chairman Wright stated that a specific standard should be referenced as the American National Standard on residential sprinklers. Estimated costs to install a system would be approximately \$2.00/square foot, with an additional tap fee charged by the utility district of approximately \$1,500 to \$2,500 for a sprinkler system. Dr. Johns also added that they would like to keep options open to install a fire hydrant if a future owner would rather do this than install a system. The deed restriction would have to be addressed if installing a hydrant was pursued as an option at that time. After further discussion, a motion was made by Jim Martin to allow Steven Johns to move forward with the proposed subdivision, placing deed restrictions to require sprinkler systems, using the American National Standard on residential sprinklers in place at the time of construction, to be installed in any new residential development on the vacant lots. Discussion continued whether this would set a precedent concerning fire protection. Members and Planning Commission Staff discussed that this precedent was set with the ARC Development. The motion was seconded and passed with a vote of all ayes, with Chairman Wright abstaining.

CONSIDERATION OF PRELIMINARY PLAT, FRANKLIN SQUARE

Surveyor Allen Maples, 36 Mayberry Street, Sparta, TN 38583, (931) 837-5446 and developer John Simpson, 305 East Bockman Way, Sparta, TN 38583, (931) 837-2943 were in attendance to present a preliminary plat to be considered by the Planning Commission. The plat consists of ten (10) lots located off Burgess Falls Road on West Cemetery Road, at the corner of West Cemetery Road and John West Road in the 1st Civil District (tax map 084, parcel 041.08). The proposed lots are located along the northern boundary of West Cemetery Road, west of John West Road, and along the western boundary of John West Road and Heathwood West Drive. The proposed lots are served by an existing six-inch (6") water line running along West Cemetery Road, John West Road and Heathwood West Drive. The plat depicts two proposed fire hydrants to serve the proposed lots. Also, two 50 foot wide access points, one along West Cemetery Road and one along John West Road were depicted to access remaining acreage of approximately 13.464 acres. Planning Commission Engineer Patrick Rinks addressed the water pressure certification and whether the developer could obtain the needed signature. Surveyor Maples indicated that he had discussed this with Planning Director Jonathan Ward, and Barry Turner with the City of Cookeville Water Department, had been contacted concerning testing the pressure and signing the certification. Also, Planning Commission Engineer Patrick Rinks discussed whether drainage easements may need to be addressed in a low area located down the southern boundary of proposed lot six (6). Staff Planner recognized no deficiencies with the preliminary plat as presented, and recommends approval. John Donnelly made a motion to grant preliminary approval, subject to Planning Commission Engineer and Surveyor Allen Maples identifying any areas that may need a drainage easement. The motion was seconded and approved unanimously with Chairman Wright abstaining.

DISCUSSION, JON ROBERTS PROPERTY

Jon Roberts was in attendance and requested to be included on the agenda to discuss a subdivision of property. Tax records list the property under Roger Roberts Living Trust, Roger H. Roberts, Trustee, 141 Roberts Loop, Celina, TN 38551, identified as tax map 019, parcel 062.03 located off Quinland Lake Road and consisting of approximately 44.07 acres. Jon Roberts stated that he wants to propose splitting this property into three (3) tracts to be owned by him and each of his two brothers. The issues with the property are that this is accessed by approximately 50 feet of access running approximately 1,500 feet back to the 44 acres. Jon Roberts wanted to discuss any options that he may have to subdivide the property without being required to build a county road to access the three tracts to be split between himself and his two brothers. Mr. Roberts presented a sketch drawing where he proposed splitting the 50 foot access three ways into approximately 16'8" sections to serve each individual tract, splitting the access into thirds and proposing three (3) flag lots. Mr. Roberts does not want to incur the costs of constructing a road to county road standards to serve three tracts of almost 15 acres. Mr. Roberts further stated that they would construct a shared road to access the tracts, but each tract would have access of 16'8" in fee simple to access Quinland Lake Road. Mr. Roberts discussed issues with the Planning Commission, and whether or not they could share a common easement to serve the individual lots. Planning Commission members discussed potential problems with shared easements and options to subdivide the property without splitting the existing access into 16'8" between three (3) tracts. Members discussed what the plans were to construct utilities, and if this would be allowed if the access was maintained as an easement. Planning Commission members also discussed perpetual maintenance agreements for an access easement if this is considered. Planning Commission members further discussed utilities for the properties, and how utilities would be ran to the potential building lots. Planning Commission staff brought up a similar example just north of this property where a road was required to be built to county road standards in order to subdivide. Members discussed the issue and stated that they did not have enough information to give direction at this time, taking into consideration utility issues and possible site distance issues for the access. No action was taken at this time.

DISCUSSION CONCERNING SETBACK VARIANCE, JIM KMET

Jim Kmet, 2044 Paran Road, Cookeville, TN 38501 was in attendance to discuss an issue he has with property he owns at 2013 Paran Road (tax map 008J, group B, parcel 003.00). The property is located at the southeast corner of Paran Road and Northwind Drive and is located within the Paran Place subdivision. Mr. Kmet currently has setback requirements of 40 feet off Paran Road and 35 feet off Northwind Drive, as this is a corner lot. Northwind Drive is a looped road, and the Planning Commission had granted setback variances to two (2) lots at the other intersection of Northwind Drive and Paran Road reducing the setback requirements off Northwind Drive to 25.77 feet for lot nine (9) and 20.74 feet for lot ten (10) of Paran Place. Mr. Kmet is asking for a reduction from 35 foot setback requirement from Northwind Drive to 25 foot setback, for his lot, lot three (3) of Paran Place. Mr. Kmet states that he does not have enough room to situate a home fronting on Paran Road as all the other homes along Paran Road are situated and accommodate soils areas. Planning Commission Engineer Patrick Rinks provided examples to the Planning Commission's attention, and also another example where setbacks were modified on corner lots in the Creekwood Subdivision. Member Mike Atwood disclosed

that he was abstaining from consideration, as he has the property listed for sale, and he is constructing homes on lots one (1) and two (2) of the development. Chairman Wright suggested allowing the setback reduction if the house is situated facing Paran Road. Members discussed to allow this reduction as discussed. Planning Director Jonathan Ward suggested that a subdivision plat be produced and recorded to reflect the setback reduction from 35 feet to 25 feet off Northwind Drive. A motion was made by Jim Martin to approve the setback reduction from 35 feet to 25 feet off Northwind Drive for lot three (3) in the Paran Place subdivision, with the stipulation that this house must be fronted on Paran Road. The motion was seconded and passed, with Secretary Mike Atwood abstaining due to a conflict.

RESCIND FINAL PLAT APPROVAL, TUSCANY SUBDIVISION

Staff Planner corresponded with Dr. Grant Rohman concerning the property previously approved as Tuscany Subdivision located at 198 Bear Creek Road. A letter was returned stating the new property owners have no plans to move forward with the development as previously presented, and requested plat approval be rescinded. Staff Planner recommended rescinding previous plat approval due the circumstances. A motion was made by Jim Martin to rescind final plat approval of Tuscany Subdivision at the request of the new owners. The motion was seconded and approved unanimously with Chairman Wright abstaining.

REPORT OF ADMINISTRATIVELY APPROVED PLATS

Staff Planner recommended the following plat for administrative approval:

March 8, 2012

Lowetown Road Division

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, (931) 526-9000 provided a plat for Arnold Robinson, 2501 Lowetown Road, Baxter, TN 38544, (931) 858-2217 for review and approval. The plat consists of one (1) lot on approximately 0.50 acres located off Old Baxter Road and Tightfit Road on Lowetown Road in the 17th Civil District (tax map 062, parcel 007.02). The proposed lot is a vacant lot served by an existing two-inch (2") water line running along Lowetown Road. The proposed lot was approved for a three (3) bedroom subsurface sewage disposal system. The plat depicts shaded areas reserved for primary and duplication of the SSD system. A review of the tax records depicted Lowetown Road ending near the proposed subdivision of property. Lowetown Road is a county road and is county maintained. Further study revealed that Lowetown Road extends approximately 210 feet beyond the proposed lot. Remaining acreage is over five (5) acres with road frontage on Lowetown Road. All required signatures had been obtained. Staff Planner recognizes no deficiencies and recommends administrative approval of the Lowetown Road Division.

Planning Director Jonathan Ward presented The Marilyn Whitson Property plat to the Planning Commission. Initial communication with Surveyor Chris Vick indicated that this plat could be handled administratively, however, after the vacant lot was evaluated for a SSD system, it was discovered that a field line easement would be required to accommodate existing field lines from proposed lot one (1) with the existing home. The reason for this was limited soils and areas being identified by shading on the lots. Staff Planner stated that he did not want to hold the developer up another month, as this was discovered after the agenda was finalized. Members instructed Planning Director Jonathan Ward to move forward with an administrative approval. Information for administrative approval is included below:

March 27, 2012

The Marilyn Whitson Property

Surveyor Christopher M. Vick, Vick Surveying, 2772 Hidden Cove Road, Cookeville, TN 38506, (931) 372-1286 provided a plat for Marilyn Whitson, PO Box 770, Cascade, ID 83611 for review and approval. The plat consists of two (2) lots on approximately 5.32 acres located on West Broad Street (Highway 70) just east of the intersection with Locust Grove Road in the 7th Civil District (tax map 039, parcel 210.00). The plat depicts an existing house and two sheds located on proposed lot one (1) of approximately 1.49 acres. All structures are located within required building setback requirements. Proposed lot two (2) is a vacant lot of approximately 3.83 acres, with approximately 59.70 feet of road frontage on West Broad Street (Highway 70). Proposed lot two (2) depicts a field line easement for lot one (1) within the northeastern corner of the property. The property is served by an existing six-inch (6") water line and existing fire hydrant. Staff Planner had questioned the need for the field line easement, and Surveyor Chris Vick stated that soils areas were limited for soils evaluations for the vacant lot near the easement area, and this was placed on the plat at the request of the Environmental Specialist with the

State of Tennessee. The vacant lot was approved for a three (3) bedroom system. A field review of the property revealed concerns with site distance for proposed lot two (2) due to vegetation that had grown up around the point of access. Surveyor Vick stated that this was mostly located on highway right-of-way, and would be cleared out to accommodate better site distance. Staff Planner recognized no deficiencies with the plat and recommended administrative approval.

REVIEW OF PLATS PREVIOUSLY APPROVED

- 1) **Legends at Spring Creek Phases I + II:** Owner/Developer Brown Properties, Surveyor Skip Bartlett, and Owner's Representative Paul Kramer. 35 lots, 24 acres, located on Bilbrey Lane north of Algood. Preliminary reapproved September 6, 2011, expiration date of September 6, 2012. STATUS - NOT EXPIRED.

OUTSTANDING LETTERS OF CREDIT

- 1) **Cumby Acres:** \$150,000 letter of credit from First Mercantile Bank, expiring on October 6, 2012 at 3:00 pm. Staff Planner informed the Planning Commission that he had been approached by a representative from Habitat for Humanity about purchasing the Cumby Acres property. Staff Planner stated that a new financial guarantee would need to be accepted from Habitat for Humanity to replace the current letter of credit being held on Sue Neal, prior to the transfer of the development if a sale is completed.

OTHER BUSINESS

- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks had nothing further to report.
- Staff Report, Jonathan Ward: Staff Planner stated that he would save any reports for a future meeting.
- Planning Commission Secretary Mike Atwood stated that he felt that the current side setback requirements may need to be revisited and included on a future agenda.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next regular meeting of the Putnam County Regional Planning Commission will be on Tuesday, May 1, 2012 at 6:30 PM at the Putnam County Library.


Chairman


Date


Secretary


Date

**REPORT OF WORK SESSION
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
MAY 15, 2012**

MEMBERS PRESENT

J. Richard Wright
Dale Moss
Leslie Sullins
Jere Mason
Phil Wilbourn
John Donnelly
Kay Detwiler

STAFF REPRESENTATIVE

Jonathan Ward, Planning Director

OTHERS PRESENT

Randy Jones, Highway Chief Admin Officer
Bailey Darrow, Herald Citizen
Skip Bartlett
Monte Gaw

MEMBERS ABSENT

Mike Atwood
Jim Martin

The Putnam County Regional Planning Commission held a work session with City of Cookeville on Tuesday, May 15, 2012 at 5:30 PM at the Putnam County Public Library at 50 E. Broad Street in Cookeville, Tennessee with Chairman J. Richard Wright presiding.

BENNETT ROAD EXTENSION

The Putnam County Regional Planning Commission requested a work session with City of Cookeville staff to discuss the Bennett Road Extension and the responsibility of the Putnam County Regional Planning Commission and consideration of proposed plats located within the identified area of the road construction project. Putnam County Planning Director Jonathan Ward restated the original recommendation for West Meade Subdivision. The section for West Meade Subdivision from the May agenda review is included below:

CONSIDERATION OF PRELIMINARY PLAT, WEST MEADE SUBDIVISION

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, (931) 526-9000 provided a plat for Oscar Gaw Jr., 673 Locust Grove Road, Cookeville, TN 38501, (931) 526-3470 to be considered by the Planning Commission. The plat consists of 75 lots on approximately 94.54 acres located off Highway 70 on the eastern boundary of Locust Grove Road, south of the Nashville & Eastern Rail Road right-of-way in the 7th Civil District (tax map 054, parcel 001.00). The property is served by an existing six-inch (6") water line running along Locust Grove Road. The plat depicts three proposed roads to be constructed, with two (2) points of ingress/egress off Locust Grove Road. From Locust Grove Road, proposed North West Meade Drive running approximately 2,050 feet, also from Locust Grove Road, proposed South West Meade Drive, running approximately 2,350 feet and proposed Bettye Lane, running approximately 400 feet, connecting North West Meade Drive and South West Meade Drive. North West Meade Drive extends approximately 600 feet from connecting street Bettye Lane and South West Meade Drive extends approximately 1,200 feet from connecting street Bettye Lane and ends in a cul-de-sac. The plat proposes six (6) fire hydrants to be installed to serve the lots, all of which meet the 500 foot requirement. The plat also proposes approximately 4,800 feet of new six-inch (6") water line to be installed to serve the lots. Planning Director has identified this property as being located within the area of the new Bennett Road extension project, which is included as part of the I-40/5th Interchange Project. Several issues exist with this proposal being identified within this area. The proposed new right-of-way is located near the center of the proposed subdivision. This is proposed as a 160 foot wide right-of-way to accommodate construction of the new road connecting I-40 with Buffalo Valley Road and Highway 70. This proposed road is included in the City of Cookeville's Major Thoroughfare Plan and is also depicted on the Putnam County Major Thoroughfare Plan included within the 2004 Putnam County Land Use and Transportation Policy Plan as Alternate A. Tenn. Code Ann., 13-3-403 states "(a) In exercising the powers granted to it by § 13-3-402, the regional planning commission shall adopt regulations governing the subdivision of land within its jurisdiction. Such regulations may provide for the harmonious development of the region and its environs; for the coordination of roads within the subdivided

land with other existing or planned roads or with the state or regional plan or with the plans of municipalities in or near the region;" Also, this property is located within the City of Cookeville's Urban Growth Boundary, with plans to annex this property before the end of 2012. Staff Planner would recommend that the Planning Commission refer the preliminary plat for further study to take into consideration the planned area for the proposed road.

City of Cookeville Planning Director James Mills was in attendance and addressed the Planning Commission about the Bennett Road construction area. Director Mills began by giving Planning Commission members historical and technical information about the Bennett Road Expansion project. City of Cookeville Planning Director James Mills informed the Planning Commission that they had taken the correct action not to approve the West Meade Subdivision plat due to language included in T.C.A. 13-3-403, while further stating that an approval of the plat without taking the road project into consideration would be a disservice to the planning process as the Bennett Road extension is eminent and included in long range planning documents approved by the Putnam County Regional Planning Commission and the City of Cookeville. Mills informed the Planning Commission that he had met with Monte Gaw concerning the proposed development and they had discussed future annexation and zoning for the property. The Gaws indicated that after meeting with the city, they will withdraw the submitted West Mead Subdivision plat. Monte Gaw stated that they were currently working with Surveyor Skip Bartlett to develop plans to resubmit a plat for a commercial/industrial development while taking the Bennett Road extension into consideration on the submitted plat. Mills also gave the Planning Commission information about tentative annexation plans for the area.

FACT SHEET – April 26, 2012

BENNETT ROAD EXTENSION:

- The Bennett Road extension is required by TDOT (TN Dept of Transportation) and FHWA (Federal Highway Administration) for construction of 5th Interchange. View the TDOT project website at <http://www.tdot.state.tn.us/minelick/> for further details.
- The City of Cookeville and Putnam County have invested a total of \$23 million in the Highlands Business Park for the economic future of our area.
- The Interchange is vital to the success of the Business Park which will be completed later this year.
- 2010 TDOT Average Daily Traffic Counts on Willow (north and south of I40) are higher than those on S. Jefferson. The location of major employment centers in the business park without the 5th interchange would significantly affect not only the interchange but also the traffic on Willow Avenue.
- The Interchange is scheduled for completion by 2015.
- The FHWA/TDOT original requirement for the northern connector (Bennett Rd ext.) was 250 ft of Right-of-Way (ROW), 4-lane divided, no access highway.
- The City of Cookeville has, for many months, negotiated with TDOT to construct a road that would minimize impact and maximize access.
- The Right-of-Way (ROW) required for Bennett Road has now been reduced to 160 ft with controlled access points to be approved and construction that will be phased with only 2 lanes constructed now, which should suffice for many years, and the other 2 lanes constructed when traffic counts warrant.
- Estimated construction cost is \$10 million, with \$4 million to be obtained from TDOT state grant-Local Interchange Connector Grant.
- To have additional access points, the city's Major Street Plan must be amended to depict the location of the intersections and the proposed connecting streets. The access points must be incorporated into the road design.
- Input is being requested from the property owners in determining the future location of the proposed connection streets.
- The city will not build, nor acquire, the ROW for the proposed connecting streets - we expect them to be built by developers when the adjacent properties are developed.
- The City of Cookeville is in the process of selecting an engineering firm for design, ROW services, etc. for the Bennett Road extension.
- Once engineering services are contracted, we will be seeking permission to survey and appraise properties that are within the Bennett Road extension corridor. You will be contacted by the firm at that time. There are "Permission to Enter Property Forms" available for you to sign this evening.

ANNEXATION PROCESS:

- The Bennett Road extension area is located entirely within the city's Urban Growth Boundary, which is an area that was approved by the city, county and the state in 1999 and is the approved area in which the city is expected to grow/ annex over a 20 year period.
- The boundary of the annexation area has not been finalized; Public Hearings will be held when the annexation process is initiated. Affected property owners will be notified by mail of the date for that Public Hearing.
- The area will be zoned after the annexation process becomes effective.
- The City's Future Land Use Plan and Major Street Plan Amendments will be considered at the Cookeville Planning Commission Public Hearing on Monday, May 21 at 5:30 pm, City Hall at 45 East Broad Street.
- Most of the area along the Bennett Road extension is currently depicted in the Future Land Use Plan as being best suited for residential use.
- We anticipate that portions of the area along the Bennett Road extension would be zoned for commercial and/or industrial purposes and the Future Land Use Plan has to be amended to reflect accordingly. Zoning must be in compliance with the City's Future Land Use Plan
- The annexation of an area around the Bennett Road extension will be completed later this year with the expectation that it would take effect in January 2013.
- City's current property tax rate is \$0.85.
- The estimated city property tax for a home owner with an appraised property value of \$150,000 is \$318.75, for an appraised value of \$200,000 it is \$425.00, and for an appraised value of \$300,000 it is \$637.50.
- As currently proposed, annexed property owners would not be required to pay city property tax until 2014.
- A Plan of Services, identifying what services will be provided to the annexed area, must be adopted prior to annexation.
- The area is currently served by the Double Springs Utility District. The City of Cookeville will attempt to purchase the rights to serve the annexed area.
- Benefits of annexation include fire protection - provided by a full-time, professional fire department; Fire Insurance Rating will be reduced to Class 2 - which may significantly lower home insurance premiums depending on the insurance company; natural gas service base rate - will be reduced by 25 percent; if the city is able to acquire the water service rights - water rates will be reduced by approximately 30 percent; street lighting - will be provided; weekly garbage collection - with city provided garbage canister; brush, leaf and bulk item pickup; city police patrol and protection; and zoning protection.
- The owner of a home valued at around \$150,000 that currently pays a private company for garbage pickup and uses natural gas will likely save money by being in the city. This does not include any savings from a reduction in water rates or reduction in home insurance premiums.
- For more information please contact: James Mills – Planning Director or Melinda Keifer – Project Manager at (931)526-9591.

Annexation FAQs

1. Will my property continue to qualify for greenbelt classification?

Annexation does not affect greenbelt classification. If your property currently meets the greenbelt requirements it will continue to receive greenbelt classification after annexation.

2. Can I continue to farm my property?

You will always be able to farm your property. Agricultural uses are specifically protected under Tennessee Code Section 13-7-114. If you sell your property the buyer can continue to farm the property.

3. Can I continue to use my property to raise livestock or horses?

If your property is currently used to raise livestock or horses then your property can always be used to raise livestock or horses, even if you sell your property. Again agricultural uses are specifically protected under state law.

4. If I don't currently use my property to raise livestock or horses can I after my property is annexed?

City codes require that you have a minimum of 5 acres and that you have 1.5 acres for every head of livestock or horse. So for example, if you have 15 acres you could have 10 head of cattle or 10 horses.

5. Will I have to pay for sewer if sewer is not available?

No, you do not pay for sewer service until sewer service is made available to you.

6. Do I have to pay a separate bill for residential garbage pickup in the city?

No, there is no fee for weekly residential garbage pickup in the city. If you currently pay a private company to pick up your garbage the savings in many cases will offset cost of the city property tax.

7. Are mobile homes permitted in the city limits?

Mobile homes within the city limits are allowed only within areas zoned for mobile home parks and are not permitted on individual lots. In annexed areas existing mobile homes are "grandfathered" and can remain but cannot be replaced with another mobile home.

8. What is the Fire Insurance Rating in the City of Cookeville?

The Insurance Service Office (ISO) has given the City of Cookeville a Class 2 Fire Insurance Rating while Putnam County has a rating between Class 8 and Class 10. These ratings are determined by the ability of a jurisdiction to provide fire protection. Class 1 is the lowest or best rating while Class 10 represents no fire protection. The lower rating in the City of Cookeville can result in significantly reduced homeowner insurance costs for city residents, depending on your insurance provider. The amount of savings depends on the home value and the individual insurance company. Property owners are encouraged to check with their insurance agent to determine what affect the improved Fire Insurance Rating may have on their insurance cost.

9. Can I hunt in the City of Cookeville?

Yes, as long as you follow current State of TN law.

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
MAY 1, 2012**

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 PM on Tuesday, May 1, 2012 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Vice-Chairman Jim Martin, Secretary Mike Atwood, Dale Moss, Phil Wilbourn, Kay Detwiler, Leslie Sullins and John Donnelly. Member Jere Mason was absent. Planning Commission Engineer Patrick Rinks and Planning Director Jonathan Ward were also present. Others present included Skip Bartlett, Oscar Gaw Jr., Monte Gaw, Allen Maples, John Simpson, and Herald Citizen Reporter Bailey Darrow.

AGENDA APPROVED

The May 1, 2012 agenda was accepted by mutual consent.

APRIL 3, 2012 MINUTES APPROVED

Jim Martin moved to approve the April minutes as presented. Motion was seconded and approved unanimously, with Chairman Wright abstaining.

CONSIDERATION OF FINAL PLAT, FRANKLIN SQUARE

Surveyor Allen Maples, 36 Mayberry Street, Sparta, TN 38583, (931) 837-5446 and developer John Simpson, 305 East Bockman Way, Sparta, TN 38583, (931) 837-2943 were in attendance to present a final plat to be considered by the Planning Commission. The plat consists of eleven (11) lots on approximately 9.978 acres located off Burgess Falls Road on West Cemetery Road, at the corner of West Cemetery Road and John West Road in the 1st Civil District (tax map 084, parcel 041.08). The proposed lots are located along the northern boundary of West Cemetery Road, west of John West Road, and along the western boundary of John West Road and Heathwood West Drive. The proposed lots are served by an existing six-inch (6") water line running along West Cemetery Road, John West Road and Heathwood West Drive. The plat depicts two proposed fire hydrants to serve the proposed lots. Two 50 foot wide access points, one along West Cemetery Road and one along John West Road were depicted to access remaining acreage of approximately 12.536 acres. Preliminary approval was granted at the April 3, 2012 Planning Commission meeting. The final plat was revised to add an additional lot to the development, and other minor changes were made to some of the proposed lots to accommodate a potential sale and soils areas. Planning Commission Engineer Patrick Rinks and Planning Director Jonathan Ward had met with Surveyor Allen Maples to discuss some concerns with drainage areas with the property. After meeting at the location and walking the property, drainage easements were not considered necessary. Instead, areas were identified as storm water flow paths, identified on lots 5-9 on the final plat. Developer John Simpson provided a receipt for \$7,000 from Cookeville Boat Dock Road Water Utility District for installation of the fire hydrants. Members and staff discussed this issue, as past policy was not to endorse the final plat for recording until hydrants were installed. Simpson stated that he had plans to auction the property on Saturday, May 19, 2012. Planning Director Jonathan Ward stated that he felt that a receipt for purchase and installation of the fire hydrants was as good as a financial guarantee such as a letter of credit, cashiers check or escrow account. Members discussed past experiences with the utility districts where hydrants were paid for and never installed, and with financial guarantees and new utility construction, the Planning Commission controlled installation. This issue was discussed extensively, with some members proposing a letter from the Utility District be submitted prior to endorsing the plat stating that the hydrants would be installed within a time period. All signatures had been obtained prior to the meeting except for the Planning Commission Engineer and the Secretary of the Planning Commission. Planning Commission Engineer Patrick Rinks also requested that the size of the tile located at the intersection of John West Road and West Cemetery Road be shown on the plat. An amended motion was made by Jim Martin to grant final approval of the Franklin Square plat, subject to a letter from Cookeville Boat Dock Road Water Utility District stating that the hydrants would be installed prior to September 1, 2012 and the size of the drainage tile located at the intersection of John West Road and West Cemetery Road be shown on the plat. The motion was seconded and passed with six (6) yes votes from Jim Martin, John Donnelly, Mike Atwood, Leslie Sullins, Phil Wilbourn, and Dale Moss and one (1) no vote from Kay Detwiler with Chairman Wright abstaining.

CONSIDERATION OF FINAL PLAT, KAYE PLACE

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, (931) 526-9000 was in attendance to present a plat for Michael Johnson, 578 Baxter Road, Baxter, TN 38554, (931) 252-5621 to be considered by the

Planning Commission. The plat consists of four (4) lots on approximately 3.51 acres located along the eastern side of Baxter Road, just south of the intersection of Southfork Road and Baxter Road in the 16th Civil District (tax map 093, parcel 012.00). The plat depicts an existing one story brick home located on proposed lot one (1) of approximately 1.03 acres. This home is located beyond the 35 foot front setback requirement by 5.5 feet. The plat was noted stating: "Any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current setbacks." Lots 2-4 are vacant lots. The property is served by an existing eight-inch (8") water line running along Baxter Road. A proposed fire hydrant is depicted at the southwest intersection of Southfork Road and Baxter Road. This hydrant is located within 500 feet of all proposed lots. Soils work was completed and all lots were approved for a three (3) bedroom system. Planning Commission Engineer Patrick Rinks questioned the location of some structures and utility poles identified from a field review of the property. Surveyor Skip Bartlett stated that the old barns were to be removed from the property prior to the sell of any of the lots and the utility poles would probably be moved. Bartlett also stated that the fire hydrant would be installed prior to requesting endorsement from the Planning Commission Secretary. Member Kay Detwiler stated that tax records indicated this property was part of a prior subdivision, the Whiteaker Subdivision, further stating that maybe this information ought to be referenced on the Kaye Place plat. Planning Director Jonathan Ward stated that his property was currently under one tax parcel, under one owner. Staff Planner recognized no deficiencies with the plat and recommended approval. A motion was made by Jim Martin to grant final approval of Kaye Place, subject to a notation being added to the plat concerning any applicable prior subdivision information, subject to the fire hydrant being installed, with a variance granted to the 5.5 foot setback encroachment. The motion was seconded and approved unanimously with Chairman Wright abstaining.

CONSIDERATION OF PRELIMINARY PLAT, WEST MEADE SUBDIVISION

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, (931) 526-9000, Oscar Gaw Jr., 673 Locust Grove Road, Cookeville, TN 38501, (931) 526-3470, and Monte Gaw were in attendance to present a preliminary plat to be considered by the Planning Commission. The plat consists of 75 lots on approximately 94.54 acres located off Highway 70 on the eastern boundary of Locust Grove Road, south of the Nashville & Eastern Rail Road right-of-way in the 7th Civil District (tax map 054, parcel 001.00). The property is served by an existing six-inch (6") water line running along Locust Grove Road. The plat depicts three proposed roads to be constructed, with two (2) points of ingress/egress off Locust Grove Road. From Locust Grove Road, proposed North West Meade Drive running approximately 2,050 feet, also from Locust Grove Road, proposed South West Meade Drive, running approximately 2,350 feet and proposed Bettye Lane, running approximately 400 feet, connecting North West Meade Drive and South West Meade Drive. North West Meade Drive extends approximately 600 feet from connecting street Bettye Lane and South West Meade Drive extends approximately 1,200 feet from connecting street Bettye Lane and ends in a cul-de-sac. The plat proposes six (6) fire hydrants to be installed to serve the lots, all of which meet the 500 foot requirement. The plat also proposes approximately 4,800 feet of new six-inch (6") water line to be installed to serve the lots. Planning Director has identified this property as being located within the area of the new Bennett Road extension project, which is included as part of the I-40/5th Interchange Project. Several issues exist with this proposal being identified within this area. The proposed new right-of-way is located near the center of the proposed subdivision. This is proposed as a 160 foot wide right-of-way to accommodate construction of the new road connecting I-40 with Buffalo Valley Road and Highway 70. This proposed road is included in the City of Cookeville's Major Thoroughfare Plan and is also depicted on the Putnam County Major Thoroughfare Plan included within the 2004 Putnam County Land Use and Transportation Policy Plan as Alternate A. Tenn. Code Ann., 13-3-403 states "(a) In exercising the powers granted to it by § 13-3-402, the regional planning commission shall adopt regulations governing the subdivision of land within its jurisdiction. Such regulations may provide for the harmonious development of the region and its environs; for the coordination of roads within the subdivided land with other existing or planned roads or with the state or regional plan or with the plans of municipalities in or near the region;" This property is located within the City of Cookeville's Urban Growth Boundary, with plans to annex this property before the end of 2012. Representatives of the West Meade Subdivision stated that they wanted to move forward with the development as proposed. Planning Director Jonathan Ward provided illustrations for the proposed right-of-way. The current proposal as presented does not take the road construction into consideration. Planning Commission members discussed this proposal and the implications of the proposed road. Planning Director asked if the plat could be redesigned to accommodate the proposed Bennett Road extension project and possibly be developed in phases. Members expressed the desire to have a work session with the City of Cookeville to discuss this issue further. Some members discussed that if the proposed development meets the standards of the Putnam County Subdivision Regulations, that the property should be considered for approval. Planning Commission Engineer Patrick Rinks stated that he did have some concerns with site issues along the proposed entrance along the northern curve of Locust Grove Road and also restated that preliminary approval would give the developers the go ahead to begin construction on the

infrastructure. Planning Director Jonathan Ward, due to language in state law, recommended that the preliminary plat be tabled until the regular June meeting and be redesigned to include the Bennett Road extension project. Jim Martin made a motion to grant preliminary approval of the West Meade Subdivision as presented. The motion was seconded and with a vote of four (4) ayes from Jim Martin, Mike Atwood, John Donnelly and Dale Moss the motion failed. A motion was then made by Leslie Sullins to table the item for further study until the June 5, 2012 Planning Commission. The motion was seconded with five (5) yes votes from Leslie Sullins, Mike Atwood, Kay Detwiler, John Donnelly, and Phil Wilbourn. Members Jim Martin and Dale Moss voted no with Chairman Wright abstaining. Planning Commission members requested that Planning Director Jonathan Ward coordinate a work session with the City of Cookeville to address this issue further.

SIDE SETBACK STANDARDS

Due to the length of the meeting, setback standards were not discussed and will be presented at a future meeting.

REPORT OF ADMINISTRATIVELY APPROVED PLATS

Staff Planner recommended the following plat(s) for administrative approval:

April 2, 2012

Maxine Frasier and Nathan Frasier Division, Redivision of Lot 1 Frasier Division Plat Cabinet F, Slide 97A

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, (931) 526-9000 provided a plat for Maxine Frasier 1159 Pippin Road, Cookeville, TN 38501, (931) 528-5009 for review and approval. The plat consists of two (2) lots on approximately 2.94 acres located off W. Broad St. (Highway 70N) and County Farm Road on Pippin Road in the 7th Civil District (tax map 39, parcels 020.00 and 020.01). This plat is a redesign of one of the lots included in a plat approved as the Maxine Frasier Division, endorsed by the Planning Commission Secretary on 10/5/2009. The redivision plat as presented is taking some of the acreage from previously approved lot one (1) and adding this to an existing adjacent parcel. The plat depicts an existing house and building located on lot one (1) of approximately 1.39 acres. The depicted building encroaches on a side setback line, and this was included on the previously approved Maxine Frasier Division plat. The plat was noted stating "Any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current setbacks." Lot 1A depicts an existing house located within building setbacks and consists of approximately 1.55 acres. The properties are served by an existing two-inch (2") water line. Both homes have existing septic systems, and the plat was noted stating "Lots 1 and 1A have not been evaluated pursuant to this plat review for an SSD System and plat approval does not constitute approval of this lot or the existing system." The setback encroachment for the redivision of proposed lot one (1) was included on a previously approved plat. Staff Planner recognizes no deficiencies with the plat and recommends administrative approval.

April 2, 2012

Clarence Whiteaker Division

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, (931) 526-9000 provided a plat for Linda Wilson, 36050 Hazelwood Street, Westland, MI 4816, (734) 634-4478 for review and approval. The plat consists of one (1) lot on approximately 0.75 acres located off Highway 70 and Cherry Creek Road on Phiefer Mtn Road in the 3rd Civil District (tax map 098, parcel p/o 023.00). The plat depicts an existing one-story brick home, metal building and portable storage building located on the property. The corner of the portable storage building encroaches on the northern side setback requirement by approximately five feet (5'). The lot has an existing septic system, and the plat was noted stating "Lots 1 and 1A have not been evaluated pursuant to this plat review for an SSD System and plat approval does not constitute approval of this lot or the existing system." The property is served by an existing two-inch (2") water line running along Phiefer Mtn Road. Remaining acreage is over five (5) acres with road frontage on Phiefer Mtn Road. Staff Planner reviewed the portable storage building location, and this is a 150 square foot portable structure that is not on a permanent foundation that can be moved to meet required building setbacks. Staff Planner recognized no deficiencies with the Clarence Whiteaker Division, and recommends administrative approval.

April 4, 2012

Sobleskey – Schiller Division

Surveyor Ron Taylor, 6311 Window Cliff Drive, Baxter, TN 38544, (931) 261-2295 provided a plat for William Sobleskey, 4155 Cumby Road, Cookeville, TN 38501 and Sam Schiller, 4113 Cumby Road, Cookeville, TN 38501, (931) 528-3757 for review and approval. The plat consists of two (2) lots on approximately 6.164 acres located off Pippin Road on Cumby Road in the 7th Civil District (tax map 029, parcels 026.03 and 026.04). The plat depicts an existing home on proposed lot one (1) of approximately 1.101 acres located within required building setback requirements. This property has an existing septic system and the plat was noted stating: "Lot 1 has not been evaluated pursuant to this plat review for a SSDS and plat approval does not constitute approval of either the lot or the existing system." The rear portion of the property consists of approximately 5.063 acres. The plat was noted stating: "The purpose for this survey is to add lot 2 to property of Schiller (parcel 026.04) which already has road frontage and is over 5 acres." The property is served by an existing six-inch (6") water line. Staff Planner recognized no deficiencies with the Sobleskey – Schiller Division, and recommends administrative approval.

April 10, 2012

Bean Division

Surveyor Rusty Norrod with Clinton Surveying, 380 S. Lowe Ave. Suite 6, Cookeville, TN 38501, (931) 372-0427 provided a plat for Hans Bean, 429 Windrowe Drive, Cookeville, TN 38506, (931) 979-2076 for review and approval. This plat was granted final approval at the February 7, 2012 Planning Commission meeting. The plat was redesigned from the originally presented plat, with the property being almost evenly divided, eliminating an island design that was previously presented. The revised plat consists of two (2) lots on approximately 2.037 acres. Lot one (1) of approximately 0.976 acres and lot two (2) of approximately 1.061 acres. No setback encroachments were created by the proposed dividing line. Soils issues were addressed at the February 7, 2012 Planning Commission meeting. Staff Planner recognized no deficiencies and recommended approval of the redesigned plat.

April 19, 2012

Pam Looper Subdivision

Surveyor Brian McMeans, Global Surveying LLC, 80 N. Main Street, #202, Collierville, TN 38019, 1 (800) 603-6994 provided a plat for Pam Looper, 1127 Amber Drive, Cookeville, TN 38501 and Claudine Talley, 1111 Amber Drive, Cookeville, TN 38501 for review and approval. The plat consists of two (2) lots on approximately 1.96 acres located off Highway 136 and Quinland Lake Road, and Fisk Road on Amber Drive in the 15th Civil District (tax map 027D, group D, parcels 007.03 and 008.00). The purpose of the plat is to adjust a current lot line between the two properties by approximately 50 feet, not creating a new building lot. The plat depicts an existing house and shed on proposed lot one of approximately 0.95 acres, and a house, two sheds and a gazebo on proposed lot two (2) of approximately 1.01 acres. The gazebo encroaches on an existing side setback requirement that was not created by the subdivision plat. The plat was noted: "Any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current building setbacks." Both homes have existing septic systems, and the plat was noted stating: "Lots 1 and 2 have not been evaluated pursuant to this plat review for an SSD system and plat approval does not constitute approval of the lot or the existing system." No new building lot is being created, as this is just a lot line adjustment. The setback encroachment of the gazebo is on the western boundary of proposed lot two (2), and is not being created by the new proposed boundary line. Staff Planner recognizes no deficiencies with the plat and recommends administrative approval.

REVIEW OF PLATS PREVIOUSLY APPROVED

- 1) **Legends at Spring Creek Phases I + II:** Owner/Developer Brown Properties, Surveyor Skip Bartlett, and Owner's Representative Paul Kramer. 35 lots, 24 acres, located on Bilbrey Lane north of Algood. Preliminary reapproved September 6, 2011, expiration date of September 6, 2012. STATUS - NOT EXPIRED.

OUTSTANDING LETTERS OF CREDIT

- 1) **Cumby Acres:** \$150,000 letter of credit from First Mercantile Bank, expiring on October 6, 2012 at 3:00 pm. Staff Planner informed the Planning Commission that he had been approached by a representative from Habitat for Humanity about purchasing the Cumby Acres property. Staff Planner stated that a new financial guarantee would need to be accepted from Habitat for Humanity to replace the current letter of credit being held on Sue Neal, prior to the transfer of the development if a sale is completed.

OTHER BUSINESS

- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks had nothing further to report.
- Staff Report, Jonathan Ward: Chairman Wright addressed the Planning Commission concerning setback enforcement of approved subdivision, stating that the Planning Commission has no power after a plat is recorded, and this is a civil matter between the individuals who entered into a subdivision. Chairman Wright gave examples where the Planning Commission has granted variances to setback encroachments, but in the absence of zoning, the Planning Commission probably has no leverage, and this leaves setback enforcement up to the civil process. Members discussed this issue and potential options to enforce setback standards. Chairman Wright asked Planning Director Jonathan Ward to contact the Putnam County Codes Office and ask if they use a checklist, and if this checklist includes setback standards. Planning Director Ward read a letter provided by Engineer Mike Callahan concerning the Water Pressure Certification, and provided an example of a reworded certificate provided by Callahan. This certificate was discussed and the altered language that Mr. Callahan proposed.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next regular meeting of the Putnam County Regional Planning Commission will be on Tuesday, June 5, 2012 at 6:30 PM at the Putnam County Library.


Chairman


Date


Secretary


Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
JUNE 5, 2012**

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 PM on Tuesday, June 5, 2012 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Vice-Chairman Jim Martin, Secretary Mike Atwood, Dale Moss, Phil Wilbourn, Leslie Sullins, Jere Mason and John Donnelly. Member Kay Detwiler was absent. Planning Commission Engineer Patrick Rinks and Planning Director Jonathan Ward were also present. Others present included Skip Bartlett, Monte Gaw, Jon Roberts and Herald Citizen Reporter Amye Wright.

AGENDA APPROVED

The June 5, 2012 agenda was accepted by mutual consent.

MAY 1, 2012 MINUTES APPROVED

Leslie Sullins moved to approve the May minutes as presented. Motion was seconded and approved unanimously, with Chairman Wright abstaining.

CONSIDERATION OF PRELIMINARY PLAT, LOCUST GROVE COMMERCIAL-INDUSTRIAL PARK

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, (931) 526-9000 and Monte Gaw were in attendance to present a plat for Oscar Gaw Jr., 673 Locust Grove Road, Cookeville, TN 38501, (931) 526-3470 to the Planning Commission for consideration. This plat is a redesign from the West Meade Subdivision that was tabled at the May 1, 2012 meeting. Surveyor and Representative Skip Bartlett stated that the West Meade Subdivision was being withdrawn from consideration with submission of this new plat. The new plat consists of 14 tracts on approximately 94.54 acres located off Highway 70 on the eastern boundary of Locust Grove Road, south of the Nashville & Eastern Rail Road right-of-way in the 7th Civil District (tax map 054, parcel 001.00). The property is served by an existing six-inch (6") water line running along Locust Grove Road. The plat depicts three proposed roads to be constructed, with two (2) points of ingress/egress off Locust Grove Road. From Locust Grove Road, proposed North Commerce Drive running approximately 2,050 feet, also from Locust Grove Road, proposed South Commerce Drive, running approximately 2,350 feet and proposed Industry Drive, running approximately 400 feet, connecting North Commerce Drive and South Commerce Drive. North Commerce Drive extends approximately 600 feet from connecting street Industry Drive and ends in a cul-de-sac, and South Commerce Drive extends approximately 1,200 feet from connecting street Industry Drive and ends in a cul-de-sac. A proposed extension off South Commerce from the cul-de-sac is depicted as a connector street in accordance with the City of Cookeville, Major Street Plan, but is not being proposed to be constructed with this subdivision plat. The plat proposes six (6) fire hydrants to be installed to serve the lots, all of which meet the 500 foot requirement. The plat also proposes approximately 4,800 feet of new six-inch (6") water line to be installed to serve the lots. The plat depicts the approximate location of the proposed 160 foot right-of-way for the Bennett Road extension associated with the Mine Lick Creek Interchange project. The plat only displays the approximate location of the road and the original proposed roads have not been redesigned to take the Bennett Road project into consideration within the development. The plat depicts proposed North Commerce Drive and South Commerce Drive intersecting the Bennett Road extension. Only one (1) intersection will be permitted according to the recently amended Street Plan for the City of Cookeville. Also, the proposed interior connector road, Industry Drive, is entirely contained within the proposed Bennett Road project area. Staff Planner feels that the plat could be redesigned to incorporate only one (1) intersection of the Bennett Road Extension instead of the two (2) intersections depicted on the plat. This could be accomplished with two (2) proposed roads ending in cul-de-sacs off South Commerce Drive. Another revision with new road design would require less road construction and right-of-way dedication and still serve the same number of proposed lots. Also, some acreage of the proposed lots is included on the plat within the proposed Bennett Road Extension. Staff Planner recommended that the plat be redesigned to eliminate depicting an intersection on the Bennett Road Extension that will not be permitted, and exclude lot acreage and platted roads included within the proposed Bennett Road Extension project. Surveyor Skip Bartlett and Monte Gaw stated that they have met with City of Cookeville staff about the proposed development, and they do not know where the proposed Bennett Road Extension will be located exactly, stating that the Bennett Road Extension could be moved approximately 1,000 feet. If Bennett Road were relocated, North Commerce Drive would not intersect the proposed extension. Currently City of Cookeville staff has been negotiating with the Pitt's family about possibly moving the proposed Bennett Road right-of-way, which would change the location of the proposed right-of-way on the property. Chairman Wright questioned when construction of the proposed subdivision may begin, and Monte Gaw stated that they

anticipated that construction may begin by the end of the year or the first of next year. Planning Director Jonathan Ward stated that the developers were forcing the Planning Commission's hand with the proposed development, and the identified right-of-way is the current determined location at the time this development has been presented for consideration. Members discussed the possibility of developing the property in phases, to avoid conflict with the Bennett Road Extension. Planning Director Jonathan Ward again read Tenn. Code Ann., 13-3-403 states "(a) In exercising the powers granted to it by § 13-3-402, the regional planning commission shall adopt regulations governing the subdivision of land within its jurisdiction. Such regulations may provide for the harmonious development of the region and its environs; for the coordination of roads within the subdivided land with other existing or planned roads or with the state or regional plan or with the plans of municipalities in or near the region;" and also Article III Section A., 2. "Conformity to Official Road Plan, Subdivision shall conform to the Official Road Plan of the county and shall be in harmony with the Land Use and Transportation Plan." The proposed Bennett Road Extension is included in the City of Cookeville's Major Thoroughfare Plan and is also depicted on the Putnam County Major Thoroughfare Plan included within the 2004 Putnam County Land Use and Transportation Policy Plan as Alternate A. After further discussing possibilities to redesign the plat, Surveyor Skip Bartlett stated that they would withdraw the Locust Grove Commercial – Industrial Park as presented and take the Planning Commission's recommendations into consideration and redesign the plat in accordance with plans for the Bennett Road Extension Project. No action was taken.

CONSIDERATION OF PRELIMINARY PLAT, FOUR OAKS

Jon Roberts provided a preliminary plat for Roger H. Roberts, 141 Roberts Loop, Celina, TN 38551, (931) 265-5723 prepared by Helton & Associates, P.O. Box 2533, Cookeville, TN 38502, (931) 525-1707 to be considered by the Planning Commission. Jon Roberts was initially in attendance at the April 3, 2012 Planning Commission meeting to discuss subdividing this property. The plat consists of four (4) lots on approximately 44.070 acres located off North Quinland Lake Road (tax map 019, parcel 062.03). The plat depicts approximately 1,700 feet of common area consisting of approximately 2.759 acres platted as access to the proposed four (4) lots off North Quinland Lake Road. The common area is depicted as ending in a cul-de-sac with four (4) proposed tracts subdivided off this common area. The plat depicts a water line running along North Quinland Lake Road to serve the properties. Jon Roberts stated that he had contacted the utility district to discuss options for installing a water line along the proposed common area to serve the proposed tracts, or setting meters at North Quinland Lake Road and running individual service lines for the proposed tracts. Mr. Roberts stated that the Bangham Utility District, at their last meeting, had approved individual meters to be set at North Quinland Lake Road, with separate water lines ran to each individual parcel. Jon Roberts further stated that he had plans to combine proposed tract one (1) of approximately 7.176 acres with the depicted common area of access of approximately 2.759 acres into one common owned tract with ownership of this split equally between the lot owners. The property is currently owned under the Roger H. Roberts Trust. The trust involves Jon Roberts and his two brothers, Greg Roberts and Jeff Roberts. Jon Roberts is requesting to use this dedicated common area to access the proposed tracts. All remaining acreage would be over ten (10) acres. Jon Roberts provided a private road maintenance agreement to be recorded with the ownership of the proposed tracts. Access to these proposed lots is off a 1,700 foot access easement. Planning Director Jonathan Ward stated that he had concerns with future proposals where a potential developer/property owner may bring this action an example of precedent. Ward also stated that road construction to county standards had been required in the past to subdivided property located just north of the Four Oaks site, on North Quinland Lake Road. Planning Director Jonathan Ward also brought up sight distance issues at the intersection of the access if this were to be constructed as a county road, as North Quinland Lake Road turns southeast with a high bank at the intersection. The proposed plat depicts a right-of-way ending in a cul-de-sac in case a county road was required or built. Jon Roberts estimated construction cost at approximately \$100,000 to construct a road to county road standards. Members discussed issues with the Robert H. Roberts Trust wondering if the trust could be dissolved to accomplish individual ownership for the current owners of the trust. With this proposal, all lots would be over five (5) acres and no public water or utility construction would be required. A motion was made by John Donnelly to grant preliminary approval of the Four Oaks preliminary plat. The motion was seconded, and after further discussion amended by Jim Martin, with approval subject to confirmation that the trust is extinguished, and ownership is split between evenly for the three eastern lots with the western tract including the access held in common by the trust, with a common maintenance agreement recorded with all deeds of ownership. The motion passed unanimously.

OFFICER ELECTIONS

Officer elections were held, with Vice-Chairman Jim Martin presiding over the election of Chairman. A motion was made by Jere Mason to nominate J. Richard Wright as Chairman. The motion was seconded. A motion was then made by Leslie Sullins that nominations cease. The motion was seconded and passed unanimously with J. Richard Wright elected Chairman by acclamation. With Chairman Wright presiding over remaining officer

elections, a motion was made by Mike Atwood to nominate Jim Martin as Vice-Chairman. The motion was seconded. A motion was then made by Phil Wilbourn that nominations cease. The motion was seconded and passed unanimously, with Jim Martin elected Vice-Chairman by acclamation. A motion was then made by Jere Mason to nominate Mike Atwood as Secretary. The motion was seconded. A motion was then made by Jim Martin that nominations cease. The motion was seconded and passed unanimously, with Mike Atwood elected Secretary by acclamation.

STUDY ITEM: SIDE SETBACK STANDARDS

Staff Planner presented examples of corner lot setback requirements used in other communities. Concerns are that current corner lot standards for Putnam County, which require 35 foot front setback and 35 foot side setback on corner lots for collector and local streets were too stringent with a 75 foot lot width requirement. With the 10 foot side setback requirement for the other side of a lot, 45 feet of the lot was required to be reserved as yard requirements, only leaving 30 feet of width for the building envelope for home construction. Members discussed where the side yard requirement for corner lots on local streets within the CreekWood Subdivision were reduced to 25 feet and this seemed to work well. Planning Director Jonathan Ward stated that he would prepare a subdivision regulation amendment to reduce side yard setbacks for corner lots on local streets to 25 feet.

Chairman Wright asked the Planning Commission if there were any other issues that needed to be amended if a public hearing is going to be held to amend the side setback standard for corner lots. Chairman Wright discussed placing a maximum number of preliminary plat extensions that would be granted prior to final plat approval, and if final plat approval had not been granted, then any particular preliminary plat would have to be resubmitted taking into consideration any amendments that have been made to the subdivision regulations. Members suggested that a three (3) year approval could be granted, including the original preliminary approval and two (2) extensions of this approval. Planning Director Jonathan Ward stated that he would like to check on the legality of this prior to moving forward with a subdivision regulation amendment. A report will be presented at a future Planning Commission meeting to set a public hearing for future amendments. Chairman Wright encouraged all members to think about any changes to the subdivision regulations that may be needed, and refer these to Planning Director Jonathan Ward.

Planning Commission Engineer Patrick Rinks stated that he had spoken with Engineer Mike Callahan concerning the Water Pressure Certification by an Engineer Registered in the State of Tennessee. Last month, Mr. Callahan submitted a letter to the Planning Commission addressing concerns he has with the language of the current certification and a proposed certification. The language in Callahan's proposed certification was unacceptable to Planning Commission Engineer Rinks. Callahan did not agree with the Planning Commission's requirement of fire hydrants in rural areas of the County with low water pressure. Regarding the current certification, Callahan suggested adding language stating "at the time of design". Planning Commission Engineer Patrick Rinks stated that he felt this was implied by the date the current certification is signed. Callahan also wanted to refer to water line design plans submitted to TDEC for approval. Rinks stated that the State requires fire hydrants to flow 500 gallons per minute (GPM) while maintaining 20 pounds per square inch (PSI) residual pressure. Callahan calculates the flow required to maintain the 20 PSI and notes that on his plans. Planning Commission Engineer Patrick Rinks expressed concerns with how the fire department would know how much could be flowed from a hydrant without causing a negative pressure. Planning Commission members asked if the certification could be modified to make engineers more comfortable with signing this certification and still accomplish our concerns with negative pressure. Members asked Rinks to work on revising the certificate. Rinks mentioned the idea of a residential sprinkler system be considered as an alternative to fire hydrants in areas with low water pressure. Planning Director Jonathan Ward stated that conversations with the building codes department indicated that sprinkler systems were designed to save lives and not structures, and our concerns are with saving lives as well as property losses. Planning Director Jonathan Ward stated that he would research sprinkler systems and report findings back to the Planning Commission.

REPORT OF ADMINISTRATIVELY APPROVED PLATS

Staff Planner recommended the following plat(s) for administrative approval:

April 24, 2012

Redivision of Lots 65-67 of Hickory Flats (E-126A)

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, tel (931) 526-9000 provided a plat for Larry Mason, 1541 Goff Lane, Livingston, TN 38570, (931) 823-6951 for review and approval. The plat consists of two (2) lots on approximately 1.75 acres located off Old Sparta Road, Bob Bullock Road, and Boatman Lane within the Hickory Flats subdivision on Pearl

Avenue in the 2nd Civil District (tax map 096K, group B, parcels 071.00, 072.00 and 073.00). The purpose of the plat is a redivision of lots 65, 66, and 67, where lot 66 has been eliminated and split between lot 65 and 67. The properties are served by an existing six-inch (6") water line. The lots are located in a previously approved subdivision, and all three original lots were approved for an SSD system, and E911 addresses have already been assigned. The lots are currently vacant lots. Staff Planner recognized no deficiencies with the plat and recommends administrative approval.

May 8, 2012

Fred Brown Farm Division

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, (931) 526-9000 provided a plat for Fred Brown, 4010 Quinland Lake Road, Cookeville, TN 38506, (931) 979-7145 for review and approval. The plat consists of one (1) lot of approximately 4.57 acres located off Highway 136 and Post Oak Road on N. Quinland Lake Road in the 15th Civil District (tax map 019, parcel p/o 054.00). The proposed lot is a vacant lot, with soils work completed and approval obtained for a four (4) bedroom SSD system. The property is served by an existing six-inch (6") water line running along Quinland Lake Road. Remaining acreage has sufficient road frontage and is over five (5) acres. Staff Planner recognizes no deficiencies with the plat and recommends administrative approval.

May 9, 2012

Bryant – Roberson Division

Surveyor Ron Taylor, 6311 Window Cliff Drive, Baxter, TN 38544, (931) 261-2295 provided a plat for Aline Bryant, 6286 Baker Mountain Road, Cookeville, TN 38501, (615) 879-8871 for review and approval. The plat consists of two (2) lots on approximately 2.418 acres located off White Oak Flatt Road and Phifer Mountain Road on Baker Mountain Road in the 4th Civil District (tax map 107, parcel 016.00). The plat depicts an existing home and two sheds located on proposed lot two (2) of approximately 1.611 acres. The existing home encroaches on the front setback requirement of 35 feet by approximately 23 feet. A note was included on the plat stating "Any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current building setbacks." Proposed lot one (1) depicts an existing shed and consists of approximately 0.807 acres. Soils evaluations were completed and proposed lot one (1) was approved for a three (3) bedroom subsurface sewage disposal system. Due to the existing septic system, Environmental Specialist with the Division of Ground Water Protection included a restriction stating: "Lot #2 has not been evaluated pursuant to the plat review for a SSD system and plat approval does not constitute approval of the lot or the existing system." The lots are served by an existing two-inch (2") water line running along Baker Mountain Road. Remaining acreage has sufficient road frontage and is over five acres. The front setback encroachment for proposed lot two (2) was not created by the plat. Staff Planner recognizes no deficiencies with the Bryant – Roberson Division and recommends administrative approval.

May 24, 2012

Badgero Property Phase II

Surveyor Christopher M. Vick, Vick Surveying, 2772 Hidden Cove Road, Cookeville, TN 38506, (931) 372-1286 provided a plat for Jerry and Phyllis Badgero, 8350 Hilham Road, Cookeville, TN 38506, (931) 260-3343. The plat consists of one (1) lot on approximately 0.51 acres located on Hilham Road (Highway 136) just north of the intersection of Masters Road and Hilham Road (tax map 003, parcel 012.00). The property is served by a two-inch (2") water line running along Masters Road. No public water line extends north down Hilham Road from Masters Road. The proposed lot is approximately 330 feet from the Masters Road intersection, and a 20 foot utility easement is included on the plat to serve the property. This utility easement was included on an approved plat endorsed on January 15, 2008 by the Planning Commission Secretary and recorded in plat cabinet E, page 182B. The plat was noted stating "This lot will be serviced by the two-inch (2") waterline. The utility information was provided by the Bangham Utility District." Also a note was included stating "Included within the lots is a 20' utility easement for lot #1 which extends beyond and into the above described property from the inside edge of the roadway which transverses this property." The proposed vacant lot was evaluated and approved for a three (3) bedroom SSD system, with shaded areas shown on the plat as designated for soils areas for SSDS. Due to the utility easement being included on an approved

and recorded plat, Staff Planner recognizes no deficiencies with the plat and recommends administrative approval.

REVIEW OF PLATS PREVIOUSLY APPROVED

- 1) **Legends at Spring Creek Phases I + II:** Owner/Developer Brown Properties, Surveyor Skip Bartlett, and Owner's Representative Paul Kramer. 35 lots, 24 acres, located on Bilbrey Lane north of Algood. Preliminary reapproved September 6, 2011, expiration date of September 6, 2012. STATUS - NOT EXPIRED. Planning Director Jonathan Ward stated that he would visit the property prior to the July Planning Commission meeting and report back their findings.

OUTSTANDING LETTERS OF CREDIT

- 1) **Cumby Acres:** \$150,000 letter of credit from First Mercantile Bank, expiring on October 6, 2012 at 3:00 pm. Staff Planner informed the Planning Commission that he had been approached by a representative from Habitat for Humanity about purchasing the Cumby Acres property. Staff Planner stated that a new financial guarantee would need to be accepted from Habitat for Humanity to replace the current letter of credit being held on Sue Neal, prior to the transfer of the development if a sale is completed. Planning Commission Engineer Patrick Rinks stated that he had been contacted by LoJac concerning paving the roads within this development.

OTHER BUSINESS

- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks had nothing further to report.
- Staff Report, Jonathan Ward: Planning Director Jonathan Ward had nothing further to report.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next regular meeting of the Putnam County Regional Planning Commission will be on Tuesday, July 3, 2012 at 6:30 PM at the Putnam County Library.


Chairman


Date


Secretary


Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
JULY 3, 2012**

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 PM on Tuesday, July 3, 2012 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Secretary Mike Atwood, Kay Detwiler, Dale Moss, Phil Wilbourn, Leslie Sullins, and John Donnelly. Vice-Chairman Jim Martin and member Jere Mason were absent. Planning Commission Engineer Patrick Rinks and Planning Director Jonathan Ward were also present. Others present included Skip Bartlett, Monte Gaw, Ashley Brazle, Zack Brazle and Herald Citizen Reporter Bailey Darrow.

AGENDA APPROVED

The July 3, 2012 agenda was accepted by mutual consent.

JUNE 5, 2012 MINUTES APPROVED

Leslie Sullins moved to approve the June minutes as presented. Motion was seconded and approved unanimously, with Chairman Wright abstaining.

CONSIDERATION OF PRELIMINARY PLAT, LOCUST GROVE COMMERCIAL-INDUSTRIAL PARK

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, (931) 526-9000 and Monte Gaw were in attendance to present a revised plat for Oscar Gaw Jr., 673 Locust Grove Road, Cookeville, TN 38501, (931) 526-3470 to be considered by the Planning Commission. This redesigned plat consists of 26 tracts on approximately 94.54 acres located off Highway 70 on the eastern boundary of Locust Grove Road, south of the Nashville & Eastern Rail Road right-of-way in the 7th Civil District (tax map 054, parcel 001.00). The proposed lots range in size from 0.682 acres to 13.829 acres. The property is served by an existing six-inch (6") water line running along Locust Grove Road. The plat depicts three proposed roads to be constructed, with one (1) point of ingress/egress off Locust Grove Road. From Locust Grove Road, proposed West Commerce Drive extends east approximately 2,350 feet ending in a cul-de-sac. This road runs approximately 1,100 feet from Locust Grove Road to the proposed Bennett Road Extension, and extends approximately 1,100 feet from the proposed Bennett Road Extension. The plat depicts two (2) proposed roads extending north from proposed West Commerce Drive. These roads are North Commercial Court, west of the Bennett Road Extension, extending approximately 460 feet and ending in a cul-de-sac and Industry Court, east of the Bennett Road Extension, extending approximately 560 feet and ending in a cul-de-sac. The plat depicts approximately 3,370 feet of new six-inch (6") water line to be installed, along with four (4) proposed fire hydrants to serve the development. The new revised plat also depicts a 60 foot right-of-way extension running east from the terminus of West Commerce Drive. This is the proposed connector to Ridgecrest Road, known as Project 35 in the City of Cookeville's Major Street Plan, and is not being constructed with this development. The new revised plat does not include any proposed lot acreage within the proposed Bennett Road Extension right-of-way, and does not violate the Bennett Road Extension plans. Staff Planner does not recognize any deficiencies with the plat and would recommend preliminary approval. Planning Commission members discussed the located 60' proposed right-of-way extending east from West Commerce Drive through proposed tract 22, ending at the property line with Hermitage Hardwood Lumber Sales, Inc. Planning Director Ward explained that this was included in the recently amended City of Cookeville Major Street Plan for connectivity and used during negotiations with TDOT in order to obtain intersections along the Bennett Road Extension. The roads depicted are not going to be constructed as part of the Bennett Road Extension, but will be constructed by developers when the property is developed. Proposed West Commerce Drive would be a portion of Project 35, identified in the City of Cookeville's Major Street Plan, which is one of the connector roads and intersections included in the plan. A motion was made by Mike Atwood to grant preliminary approval of the Locust Grove Commercial-Industrial Park. The motion was seconded and approved unanimously with Chairman Wright abstaining.

CONSIDERATION OF FINAL PLAT, BRAZLE DIVISION

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, (931) 526-9000 along with Ashley and Zachary Brazle, 10888 Nashville Hwy, Baxter, TN 38544, (931) 265-9165 were in attendance to present a plat to the Planning Commission for consideration. The plat consists of one (1) lot on approximately 1.112 acres located off Highway 70 and Mathis Ridge Road on Bob Mathis Road in the 10th Civil District (tax map 036, p/o parcel 071.00). The proposed lot is a flag lot, with approximately 25.14 feet of road frontage on Bob Mathis Road, extending approximately 174.67 feet before opening into the body of the lot. The proposed flag lot meets flag lot requirements for width and distance. No water line is in place along Bob Mathis Road to serve the proposed lot. A two-inch (2") water line is in place along Bob Mathis Road, but does not extend to the proposed lot. Surveyor Skip Bartlett stated that he has discussed this with the Town of

Baxter, and they have agreed to serve the lot with water. This is to be accomplished by setting a water meter along Highway 70 and establishing an easement through the property of Jeffery and Donna Mathis, when the water meter is installed. Jeffery and Donna Mathis are Zack Brazle's stepfather and mother. The plat included a notation stating "The grantor 'Jeffery Mathis' grants a 10' water line easement to lot 1 of the Brazle Division. Location of said easement to be established upon the installation of the water line." The property was evaluated and approved for a three (3) bedroom SSD system. Staff Planner recognized no other deficiencies, other than the water issue. Staff Planner stated that the plat was brought to Planning Commission for approval due to the water line easement being established. After discussion, a motion was made by Leslie Sullins to grant final approval to the Brazle Division. The motion was seconded and approved unanimously with Chairman Wright abstaining.

CONSIDERATION OF FINAL PLAT, JOHNS DIVISION

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, (931) 526-9000 provided a plat for Steve Johns, 3645 Lake Shore Drive, Cookeville, TN 38506, (931) 260-4250 to be considered by the Planning Commission. The plat consists of four (4) lots on approximately 5.356 acres located off Highway 70 on Lake Shore Drive in the 3rd Civil District (tax map 082, parcels 023.31 and 023.34). An existing house is depicted on proposed lot two (2) of approximately 1.158 acres, sited within required building setbacks. Also, lot one (1) of Falling Water Farms Subdivision, currently owned by Richard McCowan (tax map 082, parcel 023.34) is depicted, as an existing lot line is being adjusted, adding approximately 25 feet of property to the western boundary of the McCowan property. The properties are served by an existing four-inch (4") water line running along Lake Shore Drive. This proposed subdivision was discussed at the August 2, 2011 and April 3, 2012 meetings. The issue was whether Mr. Johns should upgrade the existing water line and install a hydrant to serve the proposed subdivision. At the April 3, 2012 meeting, the Planning Commission took action to allow the proposed subdivision, subject to any new residential construction installing residential sprinkler systems to current national standards. A note was included on the plat stating "Lots 1 and 3 to use sprinkler systems and must be installed to the current American National Standards." Concerns were with what enforcement mechanism would be used to ensure sprinklers were installed for residential construction on the lots. Surveyor Bartlett stated that in addition to the note on the plat a restriction would be placed in the deed. Members discussed that this requirement could be lifted if future home builders upgrade the water line and install a fire hydrant to serve the lots. The Planning Commission also requested that a separate communication be sent to the codes department, including a copy of the plat and the conditions of approval calling to the codes department's attention that the lots have been approved for residential construction with a sprinkler requirement. Members further discussed past considerations of development with sprinklers, with Chairman Wright further explaining that past actions and this action would not be precedent setting but merely that under these conditions, the Planning Commission would be willing to approve residential sprinkler installation in lieu of installing a fire hydrant. A motion was made by Dale Moss to grant final approval to the Johns Division, with a variance granted on the distance requirement from a fire hydrant, subject to residential sprinkler systems installed for any residential construction on lots one (1) and three (3). The motion was seconded. After further discussion, a motion was made by John Donnelly to amend the motion to add that if a six-inch (6") water line and hydrant were installed to meet Putnam County Subdivision Regulations standards, the sprinkler system requirement for lots one (1) and three (3) would be lifted. The motion was seconded and the motion was amended with a vote of all ayes with Chairman Wright abstaining. The amendment motion also passed with a vote of all ayes with Chairman Wright abstaining.

DISCUSSION CONCERNING FOUR OAKS, JON ROBERTS

Planning Director Jonathan Ward contacted Jon Roberts concerning the Four Oaks property. Mr. Roberts stated that he is in the process of abolishing the trust the property is currently held under. This property was granted preliminary approval at the June 5, 2012 meeting, contingent on abolishing the trust and requiring maintenance agreements to be recorded with the properties. Mr. Roberts had provided staff with the maintenance agreement for the access to the property. Planning Director Ward requested clarification on how the Planning Commission wanted Mr. Roberts to proceed. The Planning Commission agreed by mutual consent for Planning Director Jonathan Ward to review the dissolved trust and maintenance agreements for the access drive and handle this matter administratively.

REPORT OF ADMINISTRATIVELY APPROVED PLATS

Staff Planner recommended the following plat(s) for administrative approval:

June 1, 2012

TJ Gambrell Division

Surveyor Ron Taylor, 6311 Window Cliff Drive, Baxter, TN 38544, (931) 261-2295 provided a plat for TJ Gambrell, 8883 Austin Bottom Road, Baxter, TN 38544, (931) 858-2238 for review and approval. The plat consists of one (1) lot of approximately 0.712 acres located on Austin Bottom Road southwest of Fox Hill Road in the 8th Civil District (tax map 117, parcel 067.00). The plat depicts an existing mobile home and block building located on the proposed lot. The mobile home and front porch encroaches

over the front setback requirement of 35 feet by approximately 15 feet. The block building encroaches on the side setback requirement of ten feet (10') by approximately nine feet (9'). The setback encroachments are to existing front and side lot lines and are not being created by the subdivision plat. A note was included on the plat stating "Any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current building setbacks." The existing mobile home has an existing septic system and the plat was noted stating "Lot 1 has not been evaluated pursuant to this plat review for a SSDS and plat approval does not constitute approval of either the lot or the existing system." This plat is not creating a new lot. The purpose of the plat is to subdivide off approximately 0.30 acres from existing one (1) acre lot leaving the 0.712 acre lot. This 0.30 acres of property is to be added to an adjacent property (tax map 117, parcel 068) which is over five (5) acres and exempt from the platting requirement. The plat is noted concerning the subdivided property "This portion to be added to parcel 68 which currently contains over 5 acres." Staff Planner recognizes no deficiencies with the plat and recommends administrative approval.

June 5, 2012

Pruitt Division

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, (931) 526-9000 provided a plat for Brenda Pruitt, 5040 Country Lane, Cookeville, TN 38501, (931) 510-8777 for review and approval. The plat consists of two (2) lots on approximately 3.79 acres located off Clemons Road on Country Lane in the 18th Civil District (tax map 038, parcel 021.05). The plat depicts proposed lot one (1) of approximately 1.25 acres with an existing house located on the property, sited within required building setbacks. Proposed lot two (2) of approximately 2.54 acres depicts an existing house, also sited within required building setbacks. Both proposed lots have existing subsurface sewage disposal systems and road frontage on Country Lane, which is a county road listed on the Putnam County Road inventory with a 20 foot right-of-way. Country Lane runs through the properties and dead ends on proposed lot one (1). The proposed lots are served by an existing two-inch (2") water line that ends at the northeastern boundary of proposed lot two (2). The properties are served by service lines running from this two-inch (2") water line within a ten foot (10') utility easement depicted to accommodate existing water service lines. Soils evaluations were performed for lot two (2) and approval was granted for a three (3) bedroom subsurface sewage disposal system. Staff Planner recognizes no deficiencies with the plat and recommends administrative approval.

June 5, 2012

Delk Avenue Division

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, (931) 526-9000 provided a plat for Melinda Swafford, 210 Delk Avenue, Monterey, TN 38574, (931) 839-2356 for review and approval. The plat consists of two (2) lots on approximately 3.86 acres located off N Holly Street, W Minnie Avenue, and Hargis Street at the terminus of Delk Avenue just outside of the Monterey City Limits in the 14th Civil District (tax map 048K group C, parcel 005.00). The plat depicts proposed lot one (1) of approximately 1.07 acres with an existing home sited within building setbacks. Proposed lot two (2) of approximately 2.79 acres also depicts an existing house and detached garage, both of which are sited within required building setback requirements. The properties are served by an existing two-inch (2") water line running along Delk Avenue. The lots are located at the terminus of a dead end street. This is a county road listed on the Putnam County Road Inventory. The lots meet minimum road frontage requirements and minimum width requirements at building setback. Both lots have existing septic systems and the plat was noted stating "Lots 1 and 2 have not been evaluated pursuant to the plat review for an SSD system, and plat approval does not constitute approval of these lots or the existing systems." Staff Planner recognizes no deficiencies with the plat and recommends administrative approval.

June 26, 2012

Overstreet Drive Division

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, (931) 526-9000 provided a plat for Johnny Sloan, 3215 Overstreet Drive, Cookeville, TN 38501, (931) 252-3137. The plat consists of two (2) lots on approximately 3.929 acres located off Highway 70 N and Watson Road at the corner of Watson Road and Overstreet Drive in the 3rd Civil District (tax map 082, parcel 67.01, p/o parcel 067.00). The plat depicts an existing house on proposed lot two (2) of approximately 2.032 acres, sited within setback requirements. The lots are served by an existing two-inch (2") water line running along Watson Road and an exiting two-inch (2") water line running along Overstreet Drive. The purpose of the plat is to add property to Johnny Sloan property (tax map 082, parcel 067.01) from the Earl Ford

property (tax map 082, parcel 067.00) and subdivide this property with additional land into two (2) lots, one vacant and one containing the existing home. Proposed lot one (1) was approved for a three (3) bedroom SSDS, and the plat was noted stating "Lot 2 has not been evaluated pursuant to this plat review for an SSD System and plat approval does not constitute approval of this lot or the existing system." Staff Planner recognized no deficiencies with the plat and recommends administrative approval.

REVIEW OF PLATS PREVIOUSLY APPROVED

- 1) **Legends at Spring Creek Phases I + II:** Owner/Developer Brown Properties, Surveyor Skip Bartlett, and Owner's Representative Paul Kramer. 35 lots, 24 acres, located on Bilbrey Lane north of Algood. Preliminary reapproved September 6, 2011, expiration date of September 6, 2012. STATUS - NOT EXPIRED.

OUTSTANDING LETTERS OF CREDIT

- 1) **Cumby Acres:** \$150,000 letter of credit from First Mercantile Bank, expiring on October 6, 2012 at 3:00 pm.

OTHER BUSINESS

- Chairman Wright reminded the Planning Commission about the discussion concerning limiting preliminary plat extensions that took place during the June 2012 Planning Commission meeting. Planning Director Jonathan Ward stated that he was going to request a legal opinion from County Attorney Jeff Jones prior to proceeding with an amendment to the subdivision regulations to limit preliminary approval.
- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks reported that hydrants had been installed for the Franklin Square and Kaye Place. Both received final approval on May 1, 2012.
- Staff Report, Jonathan Ward: Planning Director Jonathan Ward had checked with some local insurance agents to see how a sprinkler system would affect home insurance rates. Ward explained protection classes (PC) and that these classes are based on primary responding fire department and distance to a fire hydrant. Many insurance companies will not insure homes that fall under a PC 10 rating, but when a PC class is 9 or better, an insurance agency would give a premium credit for an installed sprinkler system. Ward further discussed how rural fire departments fight fires with pump trucks and tanker trucks rather than pumping directly from fire hydrants. These are issues the Planning Commission needs to take into consideration when making determinations of whether property is premature for development due to inadequate infrastructure.

With no further business to discuss, the meeting was adjourned by mutual consent.

The August 7, 2012 meeting of the Putnam County Regional Planning Commission was cancelled due to a lack of business.

The next regular meeting of the Putnam County Regional Planning Commission will be on Tuesday, September 4, 2012 at 6:30 PM at the Putnam County Library.

Chairman

Date

Secretary

Date

The Putnam County Planning Commission did not meet during the month of August, 2012 due to lack of business.

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
SEPTEMBER 4, 2012**

The monthly meeting of the Putnam County Regional Planning Commission convened immediately following a public hearing held at 6:30 PM on Tuesday, September 4, 2012 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Kay Detwiler, Dale Moss, Phil Wilbourn, Vice-Chairman Jim Martin, Jere Mason, and John Donnelly. Secretary Mike Atwood joined the meeting after consideration of the Stacy Farris Division. Member Leslie Sullins was absent. Planning Commission Engineer Patrick Rinks and Planning Director Jonathan Ward were also present. Others present included Skip Bartlett, Sue Neal, Sonja Brown, Ron Taylor, and Herald Citizen Reporter Bailey Darrow.

AGENDA APPROVED

Planning Commission Engineer Patrick Rinks had sent out correspondence asking Sue Neal to be in attendance to discuss Cumby Acres. This is included as an agenda item under letters of credit. The September 4, 2012 agenda was accepted by mutual consent.

JULY 3, 2012 MINUTES APPROVED

Jim Martin moved to approve the July minutes as presented. Motion was seconded and approved unanimously, with Chairman Wright abstaining.

CONSIDERATION OF SUBDIVISION REGULATION AMENDMENTS

A public hearing was held prior to the Planning Commission meeting concerning two (2) proposed subdivision regulation amendments. A motion was made by John Donnelly to approve proposed Amendment 2012-02 to reduce setback requirements on corner lots on local streets from 35 feet to 25 feet. The motion was seconded. Member Phil Wilbourn expressed concerns with the road classifications and where to find these classifications. Staff Planner explained that roads were classified on the Major Road Plan for Putnam County recorded in the Putnam County Register of Deeds Office. Also, a Major Road Plan is included in the Putnam County Land Use and Transportation Policy Plan. Further discussion was held concerning road classification. This issue was discussed extensively. A vote was called and the motion passed unanimously with Chairman Wright abstaining. A motion was then made by Kay Detwiler to approve proposed Amendment 2012-01 to limit preliminary plat extensions to no more than two (2) one-year extensions. The motion was seconded. Member John Donnelly proposed an amendment to extend preliminary plats for three (3) years. Staff Planner stated that if the proposed amendment was changed, public notice for another public hearing would need to be published to consider the amendment. Member John Donnelly withdrew the amendment. A vote was called and the motion carried with a vote of five (5) yes votes and one (1) no vote, with Chairman Wright abstaining. Both approved amendments are listed below:

AMENDMENT 2012-02

EXISTING TEXT READS, Article III, Section D, Item 4, a, (2):

4. Building Setback Lines and Side Yards

- a. The minimum depth of building setback lines from the abutting street right-of-way boundary shall be as follows for the planning region.

- | | | | |
|-----|----------------------------------|---------|----------------|
| (1) | Front Yard | | |
| | Arterial Streets----- | 45 feet | (Amended 2002) |
| | Collector and Local Streets----- | 35 feet | |
| (2) | Side Yard | | |
| | On Corner Cuts Abutting: | | |
| | Arterial Streets----- | 45 feet | (Amended 2002) |
| | Collector and Local Streets----- | 35 feet | |

All other lots (interior lots and lot lines) 10 feet side yard required minimum.

REVISED TEXT SHALL READ, Article III, Section D, Item 4, a, (2):

4. Building Setback Lines and Side Yards

- a. The minimum depth of building setback lines from the abutting street right-of-way boundary shall be as follows for the planning region.

- (1) Front Yard
Arterial Streets-----45 feet (Amended 2002)
Collector and Local Streets-----35 feet
- (2) Side Yard
On Corner Lots Abutting:
Arterial Streets-----45 feet (Amended 2002)
Collector Streets-----35 feet
Local Streets-----25 feet (Amended 2012)

All other lots (interior lots and lot lines) 10 feet side yard required minimum.

AMENDMENT 2012-01

EXISTING TEXT READS, Article II, Section B, Item 9:

9. The approval of the preliminary plat shall lapse unless a final plat based thereon is submitted within one year from the date of such approval; provided, however, that an extension of time is not applied for and granted by the Planning Commission.

REVISED TEXT SHALL READ, Article II, Section B, Item 9:

9. The approval of the preliminary plat shall lapse unless a final plat based thereon is submitted within one year from the date of such approval; provided, however, that an extension of time is not applied for and granted by the Planning Commission. Not more than two (2) one-year extensions of a preliminary plat approval shall be granted.

CONSIDERATION OF PRELIMINARY PLAT EXTENSION, LEGENDS AT SPRING CREEK, PHASE I AND PHASE II

Developer Sonja Brown, Brown Properties, LLC, 4010 N. Quinland Lake Rd, Cookeville, TN 38506, (931) 979-7145 was in attendance to request an extension to the preliminary approval for the Legends at Spring Creek, Phase I and Phase II. The plat was originally presented in December 2008, with Phase I approved in January 2009, Phase II approved July 2009, with reapproval of Phase I in September 2009 and reapproval of Phases I and II in September 2010 and reapproval for Phase I and II again in September 2011. Sonja Brown addressed the commission concerning past approvals. The economic downturn occurred during the development of The Legends at Spring Creek and this project was slowed. Sonja Brown stated that they had been working on utility design and have been researching a water tank purchase that would be required for the development. Members further discussed the subdivision regulation amendment to limit preliminary extensions, and which extension this would be considered. The commission considered this the second and final extension at this time. A motion was made by Jim Martin to extend preliminary approval for the Legends at Spring Creek Phase I and Phase II for another year, with this being the second and final extension. The motion was seconded. Planning Commission Engineer asked which regulations that the Legends at Spring Creek would have to meet, as the regulations were amended to address road slope issues that were revealed with initial preliminary approval. The road that has been constructed would not meet the current regulations, without a variance being granted to the current regulations due to subdivision regulation amendments that changed road slope requirements. The development would have to meet current standards or a variance would need to be granted. After further discussion, a motion was made by John Donnelly to amend the motion to extend preliminary approval to grant a variance to road grade standards consistent with road grade standards that were in effect at original preliminary approval. The motion to amend was seconded. The amendment to the motion passed unanimously with Chairman Wright abstaining. Phil Wilbourn amended the motion to state that this was the second and final extension. A motion was seconded, and the second amendment was approved unanimously with Chairman Wright abstaining. Member Dale Moss

Locust Grove Road, south of the Nashville & Eastern Railroad right-of-way in the 7th Civil District (tax map 054, parcel 001.00). Preliminary approved July 3, 2012.

OUTSTANDING LETTERS OF CREDIT

- 1) **Cumby Acres:** \$150,000 letter of credit from First Mercantile Bank, expiring on October 6, 2012 at 3:00 pm. Planning Commission Engineer Patrick Rinks had contacted Sue Neal concerning the current letter of credit that is expiring soon. Sue Neal was in attendance to represent Cumby Acres and request the possibility of paving the development in two (2) parts or phases. Staff Planner commented, stating that the final plat has been recorded and the developer could transfer title to any or all of the lots at any time. A financial guarantee was accepted in lieu of completion of the improvements to cover the cost to finish construction of the roads. Engineer Patrick Rinks reported on the road condition and on estimates to complete road construction compared to the current letter of credit being held. Discussion continued on compensation for Planning Commission Engineer Patrick Rinks for multiple visits to the site to inspect road construction. Also, the Planning Commission discussed risk with the potential of the road bed being compromised. Planning Commission Engineer Rinks reported that in his experience since 1998, no final plat had been extended this many times. Rinks suggested adding \$25,000 to the letter of credit increasing this to \$175,000, but warned about changing asphalt prices due to volatility of oil. Planning Commission members asked Planning Commission Engineer Patrick Rinks to look at fee structure for extra trips due to letter of credit extensions. Staff Planner added that the letter of credit for completion could be increased by a percentage to account for an inflation factor for paving costs. A motion was made by Phil Wilbourn to increase the letter of credit by \$25,000 to \$175,000 and accept this by the next Planning Commission meeting on October 2, 2012 and extend this for another year. The motion was seconded. The motion carried with a vote of all ayes, with member Jim Martin and Chairman Wright abstaining.

OTHER BUSINESS

- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks had nothing further to report.
- Staff Report, Jonathan Ward: Planning Director Jonathan Ward had nothing further to report.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next regular meeting of the Putnam County Regional Planning Commission will be on Tuesday, October 2, 2012 at 6:30 PM at the Putnam County Library.


Chairman

10/2/12
Date


Secretary

10-2-12
Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
OCTOBER 2, 2012**

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 PM on Tuesday, October 2, 2012 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Kay Detwiler, Phil Wilbourn, Vice-Chairman Jim Martin, Jere Mason, and John Donnelly, Leslie Sullins and Secretary Mike Atwood. Member Dale Moss was absent. Planning Commission Engineer Patrick Rinks and Planning Director Jonathan Ward were also present. Others present included Skip Bartlett, Rusty Norrod, Russell Warren and Herald Citizen Reporter Bailey Darrow.

AGENDA APPROVED

The October 2, 2012 agenda was accepted by mutual consent.

SEPTEMBER 4, 2012 MINUTES APPROVED

Discussion was held concerning the public hearing report on subdivision regulation amendments and if development proposals would be subjected to amended regulations. Staff Planner explained that the public hearing report presented was a record of the public hearing, and these issues were addressed in the September 4, 2012 meeting minutes. Members discussed clarification on if a development is granted preliminary approval, and the subdivision regulations were amended prior to final approval, would said development be subjected to amended regulations. The minutes state that a development would have to meet whatever current standard is in place or a variance would need to be granted. Jim Martin moved to approve the September minutes as presented. Motion was seconded and approved unanimously, with Chairman Wright abstaining.

CONSIDERATION OF FINAL PLAT, RUSSELL WARREN DIVISION

Surveyor Rusty Norrod, Clinton Surveying LLC, 380 S. Lowe Ave, Suite 6, Cookeville, TN 38501, (931) 372-0427 and Russell Warren, 2800 McBroom Branch Road, Baxter, TN 38544, (931) 858-1822 were in attendance to present a plat to be considered by the Planning Commission. The plat consists of one (1) lot on approximately 1.743 acres located off Highway 70 and Bryant Ridge Road on McBroom Branch Road in the 10th Civil District (tax map 036, parcel 020.04). The lot depicts an existing one-story home, which is currently under construction, and unfinished at this time. The home has an existing septic system, and a note was included on the plat stating "Lot 1 has not been evaluated pursuant to this plat review for an SSD system and plat approval does not constitute approval of the lot or the existing system." The remaining property is approximately 80.25 acres with road frontage on McBroom Branch Road. The only deficiency with the plat is that the property is not currently served by public water. Currently Mr. Warren is accessing water for the home under construction from the water meter of the Randolph Property located to the north of the proposed lot. A two-inch (2") public water line ends along McBroom Branch Road, south of the proposed property at the Brewington property, approximately 1,400 feet away. Mr. Warren states that he plans to install a service line and meter at the point where the public water line ends and run this to the home, but he does not want to install this at this time. Members discussed a time frame to extend water to the proposed lot. Mr. Warren stated that he would install water prior to taking occupancy of the building. Mr. Warren stated that the house was a retirement home that he wanted to deed to a friend, and he wanted to subdivide this from his property for refinance and insurance reasons. Mr. Warren stated that they have petitioned Double Springs Utility to run water line down McBroom Branch Road, and they have turned this down. Warren further discussed challenges with water line installation, such as not hitting other service lines and flow restrictors due to the slope of the road right-of-way. Members discussed potential for future development, and Staff Planner explained that the Warren Property was limited due to steep slopes, and would not have a great potential for future development. Mr. Warren stated that permanent occupancy of the unfinished home would not be expected for another two (2) years, but they may try to install water sometime in the spring. John Donnelly made a motion to approve the Russell Warren Division, subject to installing adequate water prior to a certificate of occupancy being issued for the home on the proposed lot. The motion was seconded. Double Springs water utility has stated that they would supply water if a meter is installed where the public water line ends. Surveyor Rusty Norrod stated that he would modify the Certificate of Water Supply to state that Double Springs Utility will supply water to the lot to obtain the necessary signature. The motion carried with a vote of all ayes, with Chairman Wright abstaining.

CONSIDERATION OF FINAL PLAT, 2 LOT DIVISION, BYRON PHILLIPS ET UX PROPERTY

Surveyor Jim Helton, Helton & Associates, P.O. Box 2533, Cookeville, TN 38502, (931) 525-1707 provided a plat for Byron Phillips, 3635 Watson Road, Cookeville, TN 38501, (931) 526-4895 for consideration by the Planning Commission. The plat consists of two (2) lots on approximately 6.520 acres located at the corner of Highway 70 and Watson Road in the 3rd Civil District (tax map 082, parcel 070.01). The plat depicts an existing home on proposed tract 2A-1 of approximately 3.551 acres and an existing home on proposed tract 2A-2 of approximately 2.969 acres. Both

have existing septic systems and the plat was noted stating "Lots 2A-1 and 2A-2 have not been evaluated pursuant to plat review for an SSD system and plat approval does not constitute approval of the lots or the existing systems." The properties are served by an existing six-inch (6") water line running along Watson Road, with an existing fire hydrant depicted to serve the lots. The parcel currently has two (2) homes on one parcel. Mr. Phillips lives on tract 2A-2 at 3701 Womack Road and his parents currently live on tract 2A-1 at 3635 Womack Road. Mr. Phillips is requesting to subdivide the property. Both homes currently use one access drive, and Mr. Phillips would like to retain easement for tract 2A-2 through 2A-1. Mr. Phillips had provided a maintenance agreement prepared to be recorded with the plat and deeds. Staff Planner reviewed the maintenance agreement with the Planning Commission members. Both lots have road frontage on Watson Road, but they want to retain access through an existing road. A motion was made by Mike Atwood to approve the 2 Lot Division, Byron Phillips Et Ux Property. The motion was seconded and approved unanimously with Chairman Wright abstaining.

CONSIDERATION OF FINAL PLAT, THE REDIVISION OF LOTS 6 AND 7 MIDDLEBROOK SUBDIVISION (C-110)

Surveyor Skip Bartlett, Bartlett Surveying, 214 East Stevens Street, Cookeville, TN 38501, (931) 526-9000 was in attendance to present a plat for Homer Pierce, 143 Stephanie Lane, Baxter, TN 38544, (931) 858-6143 to the Planning Commission for consideration. The plat consists of two (2) lots on approximately 0.94 acres located off Highway 70 on Stephanie Lane in the 18th Civil District (tax map 038P, group B, parcel 006.00 and 007.00). The lots are served by an existing six-inch (6") water line running along Stephanie Lane. The plat depicts an existing home located on lot seven (7) of MiddleBrook Subdivision that was constructed over the southern side lot line. Mr. Pierce owned both lots at the time, and now wants to sell the other lot. The plat presented adjusts the dividing line between lots six (6) and seven (7) to correct this encroachment and adhere to the 10' side setback requirement. With the lot line adjustment, lot six (6) consists of approximately 0.43 acres (18,539 sq.ft) which is 1,461 sq.ft. (7.3 %) shy of the 20,000 sq.ft requirement for lots served by SSD systems. Staff Planner recommended the plat be sent to TDEC to reevaluate for septic systems due to the lot reduction, and approval was granted for a three (3) bedroom system for lot six (6). A variance needs to be considered to the lot size requirement of 20,000 sq. ft. for lot six (6). A motion was made by Jim Martin to approve The Redivision of Lots 6 & 7, Middlebrook Subdivision (C-110) with a variance granted to the lot size reduction. The motion was seconded and carried unanimously with Chairman Wright abstaining.

REPORT OF ADMINISTRATIVELY APPROVED PLATS

Staff Planner recommended the following plat(s) for administrative approval:

September 18, 2012

The Addition to lots 4 & 5 of White Plains Subdivision

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, (931) 526-9000 provided a plat for Robert Shoemake, 2716 Deck Mountain Road, Cookeville, TN 38506, (931) 510-3780 for review and approval. The plat consists of two (2) lots on approximately 2.093 acres located off Dry Valley Road and Old Walton Road on Deck Mountain Road in the 19th Civil District (tax map 041N, group A, parcels 017.00, 018.00, tax map 041 parcel 080.07). The properties are served by an existing two-inch (2") water line running along Deck Mountain Road. The plat depicts an existing home on each lot, with existing septic systems that were not reevaluated. The purpose of the plat is to subdivide parcel 080.07 located behind existing lots four (4) and five (5), extending the dividing lot line between these and adding additional land to the parcels (017.00 and 018.00). Staff Planner recognized no deficiencies with the plat and recommended administrative approval.

September 24, 2012

Redivision of Lot 2, Tidwell Division, Plat Cabinet E Slide 193A

Surveyor Skip Bartlett, 214 E. Stevens St., Cookeville, TN 38501, (931) 526-9000 provided a plat for Jane Tidwell, 1670 Benton Young Road, Cookeville, TN 38501, (931) 528-7654 for review and approval. The plat consists of one (1) lot on approximately 0.57 acres located off Gainesboro Grade on Benton Young Road in the 1st Civil District (tax map 039, parcel 060.00). The plat depicts a vacant lot, evaluated and approved for a three (3) bedroom subsurface sewage disposal system. The property is served by an existing four-inch (4") water line running along Benton Young Road. A ten foot (10') right-of-way and utility easement is depicted with the lot boundary along Benton Young Road. This easement was established with an initial subdivision of the property reviewed and approved by the City of Cookeville while the city exercised subdivision regulations regionally within their urban growth boundary. Remaining acreage is over five (5) acres and exempt from the platting requirement. Staff Planner recognizes no deficiencies with the plat and recommends administrative approval.

- 1) **Legends at Spring Creek Phases I + II:** Owner/Developer Brown Properties, Surveyor Skip Bartlett, and Owner's Representative Paul Kramer. 35 lots, 24 acres, located on Bilbrey Lane north of Algood. Preliminary reapproved September 4, 2012, expiration date of September 4, 2013.
- 2) **Locust Grove Commercial-Industrial Park:** Owner/Developer Oscar Gaw Jr. 673 Locust Grove Road, Cookeville, TN 38501 (931) 526-3470, Surveyor Skip Bartlett, 214 E. Spring St., Cookeville, TN 38501, (931) 526-9000, Owner's Representative Monte Gaw. 26 Tracts, 94.54 acres located off Highway 70 on Locust Grove Road, south of the Nashville & Eastern Railroad right-of-way in the 7th Civil District (tax map 054, parcel 001.00). Preliminary approved July 3, 2012.

OUTSTANDING LETTERS OF CREDIT

- 1) **Cumby Acres:** \$175,000 letter of credit from First Mercantile Bank, expiring on October 6, 2013 at 3:00 pm., developer Sue Neal.

OTHER BUSINESS

- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks had nothing further to report.
- Staff Report, Jonathan Ward: Planning Director Jonathan Ward reported a question concerning property located on Dodson Branch Road, N Pine Hill Road, and Johnny Bud Lane, where the parcels are referenced as lots and tracts in the legal description of the deeds. These lots were included on a plat recorded in 1971. The property was combined into two (2) tax parcels. Real estate agent Jim Lynn wanted to market the two tax parcels as seven (7) lots, based on the previously recorded plat. Staff Planner explained that land subdivision is managed with the tax parcel data, as the parcels are lots of record. Staff Planner felt that the property currently being held as two (2) parcels should be platted prior to being marketed as individual lots. Staff Planner stated that the question had been forwarded to County Attorney Jeff Jones for his opinion.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next regular meeting of the Putnam County Regional Planning Commission will be on Tuesday, November 6, 2012 at 6:30 PM at the Putnam County Library.


Chairman


Date


Secretary


Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
NOVEMBER 6, 2012**

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 PM on Tuesday, November 6, 2012 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Dale Moss, Phil Wilbourn, Vice-Chairman Jim Martin, Jere Mason, John Donnelly, Leslie Sullins and Secretary Mike Atwood. Member Kay Detwiler was absent. Planning Commission Engineer Patrick Rinks and Planning Director Jonathan Ward were also present. Others present included Skip Bartlett, Chip Bouton, Gary Bouton and Herald Citizen Reporter Bailey Darrow.

AGENDA APPROVED

A motion was made by Mike Atwood to amend the November 6, 2012 agenda to include the Nash Grove Division at the request of Planning Director Jonathan Ward, and accept the amended agenda. Motion was seconded and approved unanimously with Chairman Wright abstaining.

OCTOBER 2, 2012 MINUTES APPROVED

Leslie Sullins moved to approve the October minutes as presented. Motion was seconded and approved unanimously, with Chairman Wright abstaining.

CONSIDERATION OF FINAL PLAT, BELLIS DIVISION

Surveyor Skip Bartlett, Bartlett Surveying, 214 East Stevens Street, Cookeville, TN 38501, (931) 526-9000 was in attendance to present a plat for Cindy Bellis, 590 Straton Road, Baxter, TN 38544 to the Planning Commission for consideration. The plat consists of two (2) lots on approximately 4.45 acres located on Highway 70 (West Broad Street) just southeast of the intersection with Miller Road in the 7th Civil District (tax map 039, parcel 200.00). The proposed lots are served by an existing six-inch (6") water line running along Highway 70, with an existing fire hydrant depicted at the northwestern boundary of proposed lot two (2). The plat depicts lot one (1) of approximately 1.53 acres with an existing home with existing septic system and detached carport, both of which are sited over the 50 foot front setback from an arterial street. A note was added to the plat stating "Any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current building setbacks." Proposed lot two (2) is a vacant lot consisting of approximately 2.925 acres, with 51.93 feet of road frontage on Highway 70, extending 406.40 feet before opening up into the lot. This would not be considered a flag lot due to proposed lot meeting the minimum 50 feet road frontage requirement. The vacant lot was evaluated and approved for an SSDS. The only deficiencies with the plat are the setback encroachments of the existing structures on proposed lot one (1). Staff Planner recognizes no further deficiencies with the plat and recommended approval. A motion was made by John Donnelly to approve the Bellis Division, with a variance granted to the setback encroachment of the existing structures. Motion was seconded and approved unanimously, with Chairman Wright abstaining.

CONSIDERATION OF FINAL PLAT, THE DIVISION OF LOT 1 OF THE ODIS MASON DIVISION, PLAT CABINET E SLIDE 197B

Surveyor Skip Bartlett, Bartlett Surveying, 214 East Stevens Street, Cookeville, TN 38501, (931) 526-9000 was in attendance to present a plat for Cindy Bellis, 590 Straton Road, Baxter, TN 38544 to the Planning Commission for consideration. The plat consists of two (2) lots on approximately 2.28 acres located on Highway 70 (West Broad Street) and on Miller Road in the 7th Civil District (tax map 039, parcel 201.00). The proposed lots are served by an existing six-inch (6") water line running along Highway 70 and Miller Road with two (2) hydrants depicted to serve the lots. Proposed lot one (1) of approximately 1.15 acres depicts an existing building, sited within setback requirements. Proposed lot 1A is a vacant lot consisting of approximately 1.13 acres. A wetland area is depicted on proposed lot 1A, and this vacant lot was evaluated and approved for an SSDS. Staff Planner included this plat on the agenda as this is another two (2) lot subdivision of property under the same ownership adjacent to the previously considered Bellis Division included on this agenda. This could have been interpreted as a four (4) lot subdivision, which could not be approved administratively. Staff Planner recognizes no deficiencies with the plat and recommended approval. A motion was made by Jim Martin to approve the Division of Lot 1 of the Odis Mason Division, Plat Cabinet E, Slide 197B. Motion was seconded and approved unanimously, with Chairman Wright abstaining.

CONSIDERATION OF FINAL PLAT, CONNER DIVISION & ADDITION TO LOT 3, FULTON HEIGHTS (C-163)

Surveyor Skip Bartlett, Bartlett Surveying, 214 East Stevens Street, Cookeville, TN 38501, (931) 526-9000 was in attendance to present a plat for Carley Conner, 205 Hub Circle, Algood, TN 38506, (931) 537-9667 to the Planning Commission for consideration. The plat consists of three (3) lots on approximately 5.84 acres located off Highway 136 on East Bangham Road in the 15th Civil District (tax map 009, parcels 054.10, tax map 009L, group C, parcel 003.00). The properties are served by an existing four-inch (4") water line running along East Bangham Road. The plat depicts an existing home on proposed lot one (1) and proposed lot two (2), both of which have minor front setback encroachments. A note was added to the plat stating "Any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current building setbacks." The purpose of the plat is to subdivide an existing parcel into two (2) lots and combine remaining acreage with existing lot three (3) of Fulton Heights subdivision, creating one additional parcel. The issue with this three (3) lot subdivision is the lots are served by a four-inch (4") water line. A blow off valve is depicted across East Bangham Road from the southwest corner of proposed lot two (2). A hydrant is depicted northeast

across East Bangham Road from lot three (3) of Fulton Heights. This hydrant was installed on a four-inch (4") water line. The nearest six-inch (6") water line is located along Hillham Highway approximately two (2) miles from this site. Members were concerned with further subdivision of the additional property of lot three (3) of Fulton Heights consisting of approximately 4.07 acres, Donna Boyd, owner. Members were also concerned with fire protection with the hydrant and blow off valve in place on a four-inch (4") water line. Staff Planner explained that any further subdivision would require road and utility construction, and would have to be platted and submitted to the Planning Commission for consideration. A motion was made by Jim Martin to approve the Conner Division & Addition to Lot 3, Fulton Heights (C-163) with a variance granted to the setback encroachments of existing structures. The motion was seconded. Further discussion was held concerning future development and the existing fire hydrant and blow-off valve. Surveyor Bartlett stated that the additional acreage added to lot (3) of Fulton Heights was located in a low lying area, and could be limited for future development due to inadequate soils to support subsurface septic disposal systems. A vote was called and the motion was approved unanimously, with Chairman Wright abstaining.

SKETCH PRELIMINARY PLAT, CHIP BOUTON, EAST WHITE HALL ROAD

Chip Bouton, 370 Cora Road, Cookeville, TN 38501, (931) 260-4273 was in attendance to present a sketch plat to the Planning Commission for consideration. The plat consists of nine (9) lots located off Hillham Highway on East White Hall Road (tax map 008, parcel 005.00). The sketch plat was presented as the property is currently served by a four-inch (4") water line running along East White Hall Road. A six-inch (6") water line is located along Hillham Highway, approximately 850 feet from the beginning of the proposed development. Approximately 1,300 feet of six-inch (6") water line would need to be installed with a fire hydrant to serve the proposed development. This would also require a road bore under Hillham Highway, which is a state road and would have to be state approved. Mr. Bouton has provided the sketch plat to request subdividing this property, allowing this to be served by the existing four-inch (4") water line with a fire hydrant depicted to be installed on the four-inch (4") water line. Planning Commission Engineer Patrick Rinks recommended against installing a fire hydrant on a four-inch (4") water line. Mr. Bouton provided a letter from Bangham Utility Water District, stating that all hydrants within their district are usable to refill booster tanks only, and can not be pumped from by pumper trucks. Mr. Bouton further explained that estimated costs to upgrade the water line would be approximately \$27,000 to \$35,000, dependent on the type of bore required to access the six-inch (6") water line along Hillham Highway. Chairman Wright suggested the developer consider installing sprinkler systems in the residences constructed on these proposed lots for fire protection in lieu of a hydrant. Staff Planner explained that Mr. Bouton had provided the sketch plat for direction on how to proceed prior to making the investment of having the property surveyed. Mr. Bouton stated, given the option, that he would install sprinklers in all residences constructed on the property versus upgrading the water line and installing the hydrant. Members indicated they would consider the plat with a residential sprinkler requirement. Members extensively discussed the issue with development in the county in areas served by water mains of less than six-inches (6") and what options may be considered when considering such developments. Members agreed that further study was needed on the issue.

CONSIDERATION OF FINAL PLAT, NASH GROVE BAPTIST CHURCH

Staff Planner provided a plat, Surveyor Jim Helton, Helton & Associates, P.O. Box 2533, Cookeville, TN 38502, (931) 525-1707, Developer Stanton Clay Massa, 9550 Cookeville Boatdock Rd., Cookeville, TN 38544, (931) 267-1981 to be considered by the Planning Commission. The plat consists of one (1) lot on approximately 2.396 total acres located off Austin Bottom Road on Cookeville Boatdock Road in the 8th Civil District (tax map 117, parcel 053.01). The purpose of the plat is to add approximately 1.013 acres to the property of Nash Grove Mission Baptist Church, (tax map 117, parcel 021.00). The property is served by a six-inch (6") water line running along Cookeville Boatdock Road. The plat depicts the existing church and parsonage located on the property, the church is located beyond the front setback requirement. Staff Planner explained that he had originally believed that this plat could be handled administratively, however, due to the front setback encroachment, felt this should be considered by the full commission. A note was added to the plat stating "Any new construction or additions to any current structures or any replacement of a depicted structure encroaching on setback requirements must abide by current building setbacks." A motion was made by Mike Atwood to approve the Nash Grove Division, with a variance to the front setback encroachment. The motion was seconded and approved unanimously with Chairman Wright abstaining.

SKETCH PLAT, MAMIE CHAFFIN PROPERTY

Surveyor Skip Bartlett, Bartlett Surveying, 214 East Stevens Street, Cookeville, TN 38501, (931) 526-9000 was in attendance to present a sketch plat for Marsha Maxwell, 1085 Pippin Road, Cookeville, TN 38501, (615) 489-3368 to the Planning Commission for consideration. The current property consists of approximately 6.49 acres located on Pippin Road in the 7th Civil District (tax map 039, parcel 021.04). Ms. Maxwell has requested to subdivide approximately 2.50 acres off the rear portion of the existing parcel to deed to her son for a residence. Ms. Maxwell is requesting to provide a 24 foot ingress/egress/utility easement along an existing driveway to serve the property. Staff Planner had discussed possibly proposing a flag lot off Pippin Road; however, Ms. Maxwell has requested to subdivide by establishing an easement for access. A motion was made by Jim Martin to approve the Mamie Chaffin proposal. The motion was seconded. Further discussion was held concerning the proposal and designing this as a flag lot. Jim Martin withdrew his motion to approve the Mamie Chaffin property. Surveyor Bartlett stated that he would take this back to the property owner to explain that the Planning Commission indicated they would consider a flag lot design.

REPORT OF ADMINISTRATIVELY APPROVED PLATS

Staff Planner recommended the following plat(s) for administrative approval:

September 26, 2012
Heffner Division

Surveyor Jim Helton, Helton & Associates, P.O. Box 2533, Cookeville, TN 38502, (931) 525-1707 provided a final plat for Jackson Heffner Jr., 1823 Timber Trail, Cookeville, TN 38501, (931) 839-3678 for review and approval. The plat consists of two (2) lots on approximately 15.00 acres located off Dodson Branch Road (Highway 136) on Timber Trail in the 15th Civil District (tax map 010, parcel 002.00). This plat is a re-subdivision of lots 29-32 and p/o 33 of the Dry Creek Meadows Subdivision recorded in plat cabinet A, slide 38. The plat depicts an existing home on tract one (1) of approximately 11.436 acres. This is exempt from subdivision regulation, but was included on the plat. Tract two (2) is a vacant lot and consists of approximately 3.559 acres. The lots are served by an existing four-inch (4") water line running along Timber Trail. The vacant lot was evaluated and approved for a three (3) bedroom SSD system. Staff Planner recognizes no deficiencies with the plat and recommends administrative approval.

REVIEW OF PLATS PREVIOUSLY APPROVED

- 1) **Legends at Spring Creek Phases I + II:** Owner/Developer Brown Properties, Surveyor Skip Bartlett, and Owner's Representative Paul Kramer. 35 lots, 24 acres, located on Bilbrey Lane north of Algood. Preliminary reapproved September 4, 2012, expiration date of September 4, 2013.
- 2) **Locust Grove Commercial-Industrial Park:** Owner/Developer Oscar Gaw Jr. 673 Locust Grove Road, Cookeville, TN 38501 (931) 526-3470, Surveyor Skip Bartlett, 214 E. Spring St., Cookeville, TN 38501, (931) 526-9000, Owner's Representative Monte Gaw. 26 Tracts, 94.54 acres located off Highway 70 on Locust Grove Road, south of the Nashville & Eastern Railroad right-of-way in the 7th Civil District (tax map 054, parcel 001.00). Preliminary approved July 3, 2012.

OUTSTANDING LETTERS OF CREDIT

- 1) **Cumby Acres:** \$175,000 letter of credit from First Mercantile Bank, expiring on October 6, 2013 at 3:00 pm., developer Sue Neal.

OTHER BUSINESS

- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks had nothing further to report.
- Staff Report, Jonathan Ward: Planning Director Jonathan Ward had nothing further to report.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next regular meeting of the Putnam County Regional Planning Commission will be on Tuesday, December 4, 2012 at 6:30 PM at the Putnam County Library.


Chairman


Secretary


Date


Date

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
DECEMBER 4, 2012**

The monthly meeting of the Putnam County Regional Planning Commission convened at 6:30 PM on Tuesday, December 4, 2012 in the Putnam County Public Library at 50 E. Broad Street in Cookeville, TN, with Chairman Richard Wright presiding. Planning Commission members present included Chairman Richard Wright, Dale Moss, Kay Detwiler, Jere Mason, John Donnelly, Leslie Sullins and Secretary Mike Atwood. Members Phil Wilbourn and Vice-Chairman Jim Martin were absent. Planning Commission Engineer Patrick Rinks and Planning Director Jonathan Ward were also present. Others present included Chip Bouton, Taylor Dillehay, Charles Whittenburg, Wayne Crabtree, Ron Taylor, and Herald Citizen Reporter Bailey Darrow.

AGENDA APPROVED

Chairman Wright noted changes to the December 4, 2012 agenda to correct item four (4) to Consideration of Property Division, Sketch Plat, Wayne Crabtree, add an item after item six (6), James Bryant Division and add an item after item seven (7) Discussion of Sprinkler Systems. The amended agenda was accepted by mutual consent.

NOVEMBER 6, 2012 MINUTES APPROVED

Leslie Sullins moved to approve the November minutes as presented. Motion was seconded and approved unanimously, with Chairman Wright abstaining.

CONSIDERATION OF PRELIMINARY PLAT, WHITEHALL ACRES

Surveyor Charles Whittenburg, Whittenburg Land Surveying, 240 W. Jere Whitson Road, Cookeville, TN 38501, (931) 528-5869 was in attendance to present a preliminary plat for Chip Bouton, 370 Cora Road, Cookeville, TN 38501, (931) 260-4273 to the Planning Commission for consideration. The plat consists of nine (9) lots on approximately 9.56 acres located off Hillham Highway on East Whitehall Road in the 15th Civil District (tax map 008, parcel 005.00). The plat depicts an existing residence with sheds and barn on proposed lot three (3) of 4.17 acres, all of which is located within required building setbacks. The remaining lots are vacant lots, all meeting minimum lot size requirements. The property is served by an existing four-inch (4") water line running along East Whitehall Road. Mr. Bouton attended the November 2012 Planning Commission meeting to present the proposal due to the four-inch (4") water line serving the property. A six-inch (6") water line is located at the intersection of East Whitehall Road and Hillham Highway. Mr. Bouton explained that this would require a road bore under Hillham Highway in order to upgrade the existing four-inch (4") water line to a six-inch (6") water line and install a hydrant to serve the properties. The nearest hydrant is located approximately 1,872 feet from the property boundary at the Bangham Community Center, which is also the location of the Bangham Volunteer Fire Department. Planning Commission members indicated they would approve the subdivision plat if the developer agreed to install residential sprinkler systems to the national standard for all newly constructed homes on the properties. Planning Director Jonathan Ward had obtained a copy of the NFPA 13D, Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes, 2013 Edition. Members discussed the edition provided and applying this edition to the Whitehall Acres development. Planning Commission Engineer Patrick Rinks recommended a twenty foot (20') drainage easement originating on lot eight (8) from a drained pond running north through lot nine (9) be added to the plat. Staff Planner asked if the developer would be installing the sprinkler systems or contracting this work out. Mr. Bouton stated that he would be contracting sprinkler system installation out to a licensed contractor. The drainage easement and notation about sprinkler installation will be included on the plat prior to final consideration. A motion was made by Mike Atwood to grant preliminary approval of Whitehall Acres. The motion was seconded and passed unanimously with Chairman Wright abstaining.

CONSIDERATION OF PROPERTY DIVISION, SKETCH PLAT, WAYNE CRABTREE

Wayne Crabtree, 2283 Herbert Garrett Road, Cookeville, TN 38501 was in attendance to present a sketch for property located at 2283 Herbert Garrett Road (tax map 084, parcel 006.02). Mr. Crabtree currently owns approximately 4.5 acres of property with an existing residence accessed by an easement running approximately 424 feet from Herbert Garrett Road. Due to health reasons and inability to continue upkeep of the property, Mr. Crabtree is requesting to subdivide approximately 3.5 to 4 acres of the property, keeping approximately 1/2 acre and the existing home. This would be a two (2) lot subdivision plat. The access easement serving the property also serves an additional parcel with a residence owned by Thomas Andrew Dyer, 2287 Herbert Garrett Road (tax map 084, parcel 006.03), located beyond Mr. Crabtree's property. Water is provided to the property along the easement from an existing water line along Herbert Garrett Road. Mr. Crabtree provided sketch plats to illustrate his proposal. Members discussed issues with the proposal, including the existing easement and maintenance of the access and also utility access and the location of the water meters. This issue was discussed extensively, with Planning Commission members expressing concerns for another residential lot accessed off the easement with inadequate access and no fire protection. Chairman Wright summed up the issues the Planning Commission had with the proposal that would need to be addressed prior to considering approval of a subdivision of the property. Mr. Crabtree was given direction on issues to be addressed. No action was taken.

CONSIDERATION OF PRELIMINARY PLAT, BOB JACKSON DIVISION

Surveyor Ron Taylor, 6311 Window Cliff Drive, Baxter, TN 38544, (931) 261-2295 was in attendance to present a plat for Robert Jackson, P.O. Box 727, 11727 Indian Creek Road, Baxter, TN 38544 to the Planning Commission for consideration. The plat consists of one (1) lot on approximately 0.60 acres located off Tightfit Road and Tightfit Lane on Tucker Lane in the 17th Civil District (tax map 057, parcel 028.00). The current parcel consists of approximately 240 acres. Mr. Jackson is requesting to subdivide one lot with an existing house. The property is served by a private water source (well water) with no public utilities located along Tucker Lane. Tucker Lane is a county road approximately 0.21 miles (1109 feet) consisting of a 26 foot right-of-way with a 12 foot tar and

chip surface. Right-of-way dedication to extend the right-of-way 25 feet from the center line of the existing county road would place the right of way approximately four feet (4') inside the structure. The west side of Tucker Lane contains topography that would be unsuitable for road construction or right-of-way dedication. The home currently has no public water available. Staff Planner indicated that a public water line is located along Tightfit Road, approximately 0.21 miles from the home. Members discussed the need for public water to be extended in order for the Planning Commission to approve the subdivision of property. Members further discussed Putnam County abandoning a portion of Tightfit Lane in order to eliminate the concerns with the right-of-way. Also, discussion was held that if the property was subdivided in a lot greater than five (5) acres, Planning Commission approval would not be necessary. A motion was made by John Donnelly to deny Bob Jackson Division due to no public water being available. The motion was seconded and approved with five yes votes, with Mike Atwood opposed and Chairman Wright abstaining. Surveyor Ron Taylor stated he would discuss the issues with Mr. Jackson.

CONSIDERATION OF PRELIMINARY PLAT, WEEKS DIVISION

Surveyor Ron Taylor, 6311 Window Cliff Drive, Baxter, TN 38544, (931) 261-2295 provided a plat for Dennis Weeks, 901 Providence Road, Cookeville, TN 38506 for consideration by the Planning Commission. The plat consists of one (1) lot on approximately 2.1 acres located off Brotherton Mountain Road on Providence Road in the 6th Civil District (tax map 025, p/o parcel 018.05). The proposed vacant lot is served by an existing four-inch (4") water line running along Providence Road. An existing 50 foot easement established in 1979 is depicted on the plat to serve the remaining acreage. This easement serves Mark Ward and the home of Dennis Weeks currently. Mr. Weeks is subdividing off his county road frontage with Providence Road and retaining access through the easement to serve the approximately 13 acres of remaining property. Members questioned why Mr. Weeks was subdividing off the easement to transfer to another owner and also discussed the need for Mr. Weeks to retain some access to Providence Road for his remaining acreage, establishing the lot line for the new lot on the western boundary of the easement to serve the remaining acreage and including this property owned in fee simple by Mr. Weeks. Surveyor Taylor stated that he would take this back to Mr. Weeks and discuss how he would like to retain access to Providence Road. Soils work was not completed at this time. Action was deferred until the next meeting or until the portion of the easement is retained by Mr. Weeks for access, with approval completed administratively.

CONSIDERATION OF FINAL PLAT JAMES BRYANT DIVISION

Surveyor Allen Maples, 38 Mayberry Street, Sparta, TN 38583, (931) 837-5446 provided a plat for James Bryant, 5500 Spring Creek Road, Cookeville, TN 38506, (931) 537-38506 to be considered by the Planning Commission. The plat consists of one (1) lot on approximately 1.000 acres located off Old Highway 42 on Spring Creek Road near the Overton County line in the 19th Civil District (Tax map 020, parcel 009.00). The plat depicts an existing one-story vinyl home with basement located on the proposed lot. The front porch of the existing home encroaches on the required front setback by approximately 5 feet. A note was included on the plat stating "If the structure on this lot is ever destroyed or removed, if replaced it must be within the minimum building setbacks." The proposed lot is served by an existing four-inch (4") water line running along Spring Creek Road. The existing home has an existing septic system contained within the proposed lot boundaries. The plat was noted stating "Lot 1 has not been evaluated pursuant to this plat review for an SSD system and plat approval does not constitute approval of this lot or the existing system." Staff Planner recognizes no deficiencies other than the minor setback encroachment. A motion was made by John Donnelly to approve the James Bryant Division, with a variance granted to the front setback encroachment. The motion was seconded and passed unanimously with Chairman Wright abstaining.

REPORT OF ADMINISTRATIVELY APPROVED PLATS

Staff Planner recommended the following plat(s) for administrative approval:

None approved.

DISCUSSION CONCERNING SPRINKLER SYSTEMS

Chairman Wright discussed the possibility of incorporating sprinkler system requirements into the subdivision regulations to address issues of potential subdivisions of property where infrastructure is insufficient for fire hydrants. A list of discussion points was provided to the members. Members began discussing under what circumstances sprinkler systems would be an option. Staff Planner explained that currently, all new infrastructures installed is required to be a six-inch (6") water line with hydrants. Chairman Wright encouraged all Planning Commission members to consider this issue for a potential subdivision regulation amendment in the future.

REVIEW OF PLATS PREVIOUSLY APPROVED

- 1) **Legends at Spring Creek Phases I + II:** Owner/Developer Brown Properties, Surveyor Skip Bartlett, and Owner's Representative Paul Kramer. 35 lots, 24 acres, located on Bilbrey Lane north of Algood. Preliminary reapproved September 4, 2012, expiration date of September 4, 2013.
- 2) **Locust Grove Commercial-Industrial Park:** Owner/Developer Oscar Gaw Jr. 673 Locust Grove Road, Cookeville, TN 38501 (931) 526-3470, Surveyor Skip Bartlett, 214 E. Spring St., Cookeville, TN 38501, (931) 526-9000, Owner's Representative Monte Gaw. 26 Tracts, 94.54 acres located off Highway 70 on Locust Grove Road, south of the Nashville & Eastern Railroad right-of-way in the 7th Civil District (tax map 054, parcel 001.00). Preliminary approved July 3, 2012.

OUTSTANDING LETTERS OF CREDIT

- 1) **Cumby Acres:** \$175,000 letter of credit from First Mercantile Bank, expiring on October 6, 2013 at 3:00 pm., developer Sue Neal.

OTHER BUSINESS

- Staff Report, Patrick Rinks: Planning Commission Engineer Patrick Rinks reported that he had conducted a warranty inspection on the road with South Fork Subdivision. The inspection revealed shoulder stone was washed at one location in the cul-de-sac. A memo will be sent to the developer to report on the findings.
- Staff Report, Jonathan Ward: Planning Director Jonathan Ward had nothing further to report.
- The January meeting of the Putnam County Planning Commission is scheduled for January 1, 2013. Members discussed rescheduling the date, and January 3, 2013 at 6:30 p.m. was approved as a reschedule date.

With no further business to discuss, the meeting was adjourned by mutual consent.

The next meeting of the Putnam County Regional Planning Commission will be held on Thursday, January 3, 2013 at 6:30 PM at the Putnam County Library.

Chairman

Date

Secretary

Date